



Stephen Jupp MRTPI
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Our Ref: FG/161/14/PL
Your Ref:

Please ask for:
Miss K Garner
01903 737711 x 37467

Dear Mr Jupp

21st November 2014

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended)
Application for Planning Permission

Development	Proposed demolition of three buildings and erection of replacement workshop and machinery store
Location	Onslow Caravan Park Onslow Drive Ferring Worthing

Thank you for your recent application which I received on 12th November 2014. It is being validated by Miss K Garner who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

Applicant/Owner Details on the Form

You have not fully completed Part 1 of the forms - Applicant Details. A full name and address is required as part of the national validation criteria. If the applicant is not the owner the full name and address details of the owner must be provided at Part 24.

You are still required to complete these details on the planning application form even if they have been provided on an accompanying legal agreement. (See item 6, Part 2 of the Town & Country Planning (Development Management Procedure) (England) Order 2010)

Location Plan

Please submit 1 electronic or 3 paper copies of an amended location plan at a scale of 1:1250 to include 2 road names and a North Point. Further details of what must be included on the plan can be found in the National Validation Requirements.

Block Plan

Please submit 1 electronic or 3 paper copies of an amended block/site plan at a scale of 1:500 to include a road name and a North Point. Further details of what must be included on the plan can be found in the National Validation Requirements.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>. If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **5th December 2014** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Karl Roberts', with a stylized flourish underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration