



Ms H Ross
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Our Ref: FG/54/18/CLP
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

Dear Ms Ross

16th April 2018

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article 39

Application for Lawful Development Certificate for a Proposed Use or Development

Development Lawful development certificate for a proposed natural dog spa (forming less than 10% of the overall area)
Location 52-56 Ferring Street Ferring

Thank you for your recent application which I received on 26th March 2018. It is being validated by Miss C Burrows 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 :-

Floor Plans

Please submit 1 electronic or 3 paper copies of clearly labelled existing floor plans at a scale of 1:50 or 1:100. Further details can be found in the National Validation Requirements.

Please confirm if there are to be any structural changes to the property. Please note that if there are you will be required to provide Existing and proposed elevations.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/making-a-planning-application>
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 **30th April 2018** or your application will be closed 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

Neil Crowther
Group Head of Planning