



Mr G Ward
3 Shirleys Garden
Felpham
West Sussex
Po228ls

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

**Our Ref: FP/10/13/
Your Ref:**

**Please ask for:
Mrs D Johnson
01903 737762**

Dear Mr Ward

25th January 2013

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

Development Change the use of former builders yard (sui generis) to private garden (sui generis) with fence
Location Land adjacent to 3 Shirleys Garden Felpham

Thank you for your recent application which I received on 17th January 2013. It is being dealt with by Mrs D Johnson who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

Please provide elevations and details of the new fence.

The Block plan and the plan, showing the details of the fence size, do not scale properly. Please provide a scale for the plan showing the details of the fence.

Please provide the above by **8th February 2013**. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

If this letter has crossed with you providing the information, please ignore it.

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Yours sincerely

A handwritten signature in black ink, appearing to read 'Karl Roberts', with a long, sweeping horizontal line underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration