



Mr T Scargill
Tudor House
1 Parkway
Bognor Regis
West Sussex
PO21 2XP

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning 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/214/18/CLP

Your Ref:

**Please ask for:
Mrs J Grieves
01903 737500 x 37448**

Dear Mr Scargill

15th October 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 Application for certificate of lawfulness for a proposed use - single storey ground extension

Location 9 Alfriston Close Felpham

Thank you for your recent application which I received on 15th September 2018. It is being validated by Mrs J Grieves 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 :-

Location Plan

Please submit 1 electronic or 3 paper copies of an amended location plan at a scale of 1:1250 or 1:2500 edged in red.

Elevations

Please submit 1 electronic or 3 paper copies of all clearly labelled existing and proposed elevations at a scale of 1:50 or 1:100. Further details 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/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 **29th October 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

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther
Group Head of Planning