



Mr T Murray
Flat 6 Middleton Court
57 Elmer Road
Middleton on Sea
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Planning & Building Control General
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Our Ref: FP/233/11/
Your Ref:

Dear Mr Murray

Please ask for:
Miss C Burrows
01903 737500 Ext 37459

11th January 2012

The Town and Country Planning Act 1990 (as amended)

**Front ground floor extension
28 Alfriston Close Felpham**

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following matters are resolved:-

I require 1 electronic or 3 paper copies of a revised location plan with an amended scale bar, in accordance with the guidance notes available on our website detailed below (click on National List). The revised Block plan you have now provided now scales against the Location plan, however the scale bar on the location plan is now incorrect. Please could you either send in revised location plans omitting the scale bar or give me permission in writing to block out the scale bar, if this would be more convenient.

✓ Please see email dated 25/01/12.

✓ Please provide 1 electronic or 3 paper copies of revised proposed elevations of the proposed front extension as there is still either a window or a door missing from the side elevations in accordance with the guidance notes available on our website detailed below (click on National List).

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 documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by 25th January 2012. If this information is not received by this date the application will be returned as incomplete and you will have to submit a fresh application.

Yours sincerely

Karl Roberts
Assistant Director Planning Services &
Housing Strategy