



Mr D Wilson
27 Roundle Avenue
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West Sussex
PO22 8LL

Arun District Council
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Planning & Building Control General
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**Our Ref: FP/69/11/
Your Ref:**

Dear Mr Wilson

Please ask for:
Mrs D Johnson
(01903) 737500 Ext 37454
8th April 2011

**The Town and Country Planning Act 1990 (as amended)
Town and Country Planning Development Management Procedure Order 2010 (as amended)**

**Rear extension, internal alterations, new driveway and dropped kerb
8 Drake Place Felpham**

Thank you for your recent application which I received on 5th April 2011. 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 :-

I require 1 electronic or 3 paper copies of a block/site plan in accordance with the guidance notes available on our website detailed below (click on National List).

I require 1 electronic or 3 paper copies of a location plan in accordance with the guidance notes available on our website detailed below (click on National List). Please indicate a scale and provide a North point.

Please provide 1 electronic or 3 paper copies of existing ground floor plans at a scale of 1:50 in accordance with the guidance notes available on our website detailed below (click on National List).

Please label all floor plans and elevations clearly indicating if existing or proposed.

Please sign and date Certificate B.

Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Householder Forms - Household Extension - and click on Checklist)

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/cgi-bin/buildpage.pl?mysql=3390>

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.

Please provide the above by 22nd April 2011. 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.

Yours sincerely

pmac42