Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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e-mail:planning@arun.gov.uk
website: www.arun.gov.uk/planning

Mr R Staniforth
40 Links Avenue
Felpham
West Sussex
PO22 7BX

Our Ref: FP/75/15/HH
Your Ref:

Please ask for:

22nd April 2015

Dear Mr Staniforth

Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2010 (as amended)

Application for Planning Permission for Works or Extension to a Dwelling

Development Demolition of existing detached garage & erection of single storey side extension.

Location 40 Links Avenue Felpham

Thank you for your recent application which I received on 14th April 2015. It is being validated by 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 a location plan at a scale of 1:1250 or 1:2500 for rural areas. Further details of what must be included on the plan can be found in the National Validation Requirements. Please provide another named road.

Block Plan

Please submit 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500 or 1:200. Further details of what must be included on the plan can be found in the National Validation Requirements. Please highlight/hatch the proposed works and provide measurements from the proposal to the site boundaries.

Please provide the disability letter, including the disability number, for your son, so that we may waive the planning fee.

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 **6th May 2015** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty

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meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely



Karl Roberts
Assistant Director Planning & Economic Regeneration