



Mrs G Pilkington  
Genesis Town Planning  
26 Chapel Street  
Chichester  
West Sussex  
PO19 1DL

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](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

**Our Ref: F/15/19/CLE**

**Your Ref:**

**Please ask for:**

**Mrs J Grieves**

**01903 737500 x 37448**

Dear Mrs G Pilkington

18th July 2019

**Town & Country Planning Act 1990 (as amended)**

**Town & Country Planning (Development Management Procedure) (England) Order 2015: Article 39**

**Application for Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a planning condition.**

**Development** Application for Certificate of Lawfulness for Existing Use - Storage & distribution with ancillary offices & parking.

**Location** Unit X Rudford Industrial Estate Ford Road Ford

Thank you for your recent application which I received on 9th July 2019. 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 showing 2 named roads

Please provide any evidence you may have for this application

Where the information requested above relates to a local validation requirement, you may request that the requirement is waived. The information requested should be reasonable having regard to the nature and scale of the proposed development and about a matter which it is reasonable to think would be a material consideration in determining the application. If you do not feel this is the case, you can serve a notice on the Council, specifying which particulars or evidence you do not consider meet this test of reasonableness. You must state which items you disagree with and set out the reasons why you hold the view, please quote the application reference in your letter or email. The Council will then consider your case and respond. It should be noted that there is no right to challenge the national requirements as these requirements are contained in planning legislation.

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 **1st August 2019** 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 period.

Neil Crowther  
Group Head of Planning