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

tony Holt Design
Suite 4
1st Floor
Richmond House
Bournemouth
BH1 1DA

Our Ref: K/25/15/HH
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

18th August 2015

Dear Mr Holt

Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2015
Application for Planning Permission for Works or Extension to a Dwelling

Development Ground floor side extension

Location Kingston Rocks 53 Coastal Road Kingston

Thank you for your recent application which I received on 7th August 2015. It is being validated by Mrs D Johnson 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 :-

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 provide measurements from the proposed side extension to the side boundary.

No fee accompanied this submission. Please forward the amount of £172.00 to this office.

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

Yours sincerely

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Karl Roberts
Director Planning & Economic Regeneration