



Mr M Weston
Little Ditchlings
Rectory Lane
Pulborough
RH20 2AD

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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Our Ref: LU/122/18/CLE
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Weston

15th May 2018

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 Lawful development certificate for the existing installation of 4 No. double glazed windows

Location The Stetson, Flat 13 8 St Catherines Road Littlehampton

Thank you for your recent application which I received on 27th April 2018. 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 :-

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 photos of the 4 No. windows as they exist at present.

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 **29th May 2018** 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 flourish and a period.

Neil Crowther
Group Head of Planning