



Mrs C Whitehead
1 Willowbrook Way
Hassocks
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Our Ref: LU/176/17/PL
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

Dear Mrs C Whitehead

15th June 2017

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015
Application for Planning Permission

Development Replace timber framed windows for PVCu
Location 3A Norfolk Road Littlehampton

Thank you for your recent application which I received on 24th May 2017. It is being validated by Miss C Burrows 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 - revised

Please submit 1 electronic or 3 paper copies of a revised block/site plan at a scale of 1:500 or 1:200 with the windows highlighted. Further details of what must be included on the plan can be found in the National Validation Requirements.

Please confirm if all windows are to be replaced - if not please highlight the elevations with the windows affected by the application clearly highlighted.

Please note that if the application relates to only one flat then the fee payable would be £172.00, however, if the application relates to two or more properties then the fee required would be £339.00

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 June 2017** 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