



Mr D Dadswell  
13 Norfolk Road  
Littlehampton  
West Sussex  
BN17 5PW

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**Our Ref: LU/247/18/HH**  
**Your Ref:**

**Please ask for:**  
**Mrs D Johnson**  
**01903 737762**

Dear Mr Dadswell

3rd October 2018

**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** Demolition of single storey lean-to & erection of single storey rear extension. This application affects the character & appearance of the Littlehampton Seafront Conservation Area & may affect the setting of a Listed Building

**Location** 13 Norfolk Road Littlehampton

Thank you for your recent application which I received on 22nd August 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 :-

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.

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 **17th October 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

Neil Crowther  
Group Head of Planning