



Streetspace Group
Unit 16
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Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

**Our Ref: LU/2/13/
Your Ref:**

**Please ask for:
Miss C Burrows
extn 37459**

Dear Ms N Deacon

16th January 2013

**Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2010 (as amended)**

Application for Planning Permission for Works or Extension to a Dwelling

Development Installation of canopy and covered walkway
Location The Littlehampton Academy Hill Road Littlehampton

Thank you for your recent application which I received on 3rd January 2013. It is being dealt with by Miss C Burrows who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

- Did not scale
Not correct
then not
labelled
correctly.*
- Please submit 1 electronic or 3 paper copies of a block/site plan in accordance with the guidance notes available on our website detailed below (click on National List).
 - Please submit 1 electronic or 3 paper copies of existing and proposed floor plans at a scale of 1:50 in accordance with the guidance notes available on our website detailed below (click on National List).
 - Please submit 1 electronic or 3 paper copies of existing and proposed elevations in accordance with the guidance notes available on our website detailed below (click on National List).
 - ✓ Please submit 1 electronic or 3 paper copies of a Design and Access Statement in accordance with the guidance notes available on our website detailed below (click on National List).
 - ✓ Please provide a fee for this application. The fee for this application is based on floor area therefore once I have received a proposed floor plan I can calculate the required fee.

Please provide the above by **30th January 2013**. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

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