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Our Ref: LU/36/18/PL
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

Dear Mr Nicolls

22nd February 2018

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

Development Replacement of existing timber windows to front elevation with PVCu double glazed frames.
Location 2-6 Beach Road Littlehampton

Thank you for your recent application which I received on 14th February 2018. 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 proposed windows to be replaced clearly indicated. Further details of what must be included on the plan can be found in the National Validation Requirements.

Please provide details of the proposed windows.

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 **8th March 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