



Graham Nicolls
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Our Ref: LU/404/17/PL

Your Ref:

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

Dear Mr Nicolls

19th December 2017

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

Development Removal & replacement of single storey outbuilding in retail use, removal of substandard first floor extension to flat No. 1 & structural repairs to existing main pitched roof.

Location 2-6 Beach Road Littlehampton

Thank you for your recent application which I received on 6th December 2017. 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 Amend

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 a North point.

Block Plan Amend

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. Please provide a North point and highlight/hatch the proposed extension.

The proposed ground floor plan and west elevation do not accord. Please amend accordingly.

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 **2nd January 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 period.

Neil Crowther
Group Head of Planning