Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail:planning@arun.gov.uk
website: www.arun.gov.uk/planning

Unbeatable Conservatories Ltd
Cootham Lea
Pulborough Road
RH204JN

Our Ref: LU/44/17/HH
Your Ref:

Please ask for:
Charlotte Spencer
01903 737711

16th February 2017

Dear Mr Pollard

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 Conservatory to rear

Location 35 Thorncroft Road Littlehampton

Thank you for your recent application which I received on 8th February 2017. It is being validated by Charlotte Spencer 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

The site to which the application refs to needs to be outlined in red.

Block Plan

Please annotate dimensions on the block plan to demonstrate the distance from the boundary

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 March 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

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Karl Roberts
Director Planning & Economic Regeneration

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