



Mr C Moore
Sussex Building Consultancy Limited
3 Northcote Road
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West Sussex
PO21 5LZ

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control 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

Our Ref: LU/48/13/CLP
Your Ref:

Please ask for:
Miss C Burrows
extn 37459

Dear Mr Moore

7th March 2013

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2010 (as amended) - Article 35

Application for Lawful Development Certificate for a Proposed Use or Development

Development Application for certificate of lawfulness for proposed removal of hipped roof and replacement with gable end and extension of dormer at first floor level

Location 35 Grove Crescent Littlehampton

Thank you for your recent application which I received on 1st March 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 :-

Please submit 1 electronic or 3 paper copies of a revised block/site plan with the proposed works clearly hatched or highlighted 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 roof plan in accordance with guidance notes available on our website detailed below (click on National List).

Please provide the above by **21st March 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.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

If this letter has crossed with you providing the information, please ignore it.

Yours sincerely

A handwritten signature in black ink, appearing to read 'KARL', with a long, sweeping horizontal line underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration