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Maltravers Road
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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/86/11/
Your Ref:

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445

Dear Sir/Madam

24th March 2011

The Town and Country Planning Act 1990 (as amended)
Town and Country Planning Development Management Procedure Order 2010 (as amended)

Revised application for alterations, garden store and new drive following refusal LU/3/11/
Berry House Berry Lane Littlehampton

Thank you for your recent application which I received on 22nd March 2011. It is being dealt with by Mrs S Honney-Bayes 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 :-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £150 and would be grateful if you would forward this amount to me as soon as possible.

I require 1 electronic or 3 paper copies of a revised location plan at a scale of 1:1250 (the plan provided is not to scale) in accordance with the guidance notes available on our website detailed below (click on National List).

Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Householder Forms - Household Extension - and click on Checklist)

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/cgi-bin/buildpage.pl?mysql=3390>

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.

Please provide the above by 7th April 2011. 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.

Yours faithfully