



Mr G Curran
19 Upper West Drive
Ferring
West Sussex
BN12 5RG

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries
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Our Ref: M/103/11/
Your Ref:

Dear Mr G Curran

Please ask for:
Mrs D Johnson
(01903) 737500 Ext 37762
16th November 2011

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

Single storey front extension to replace existing porch and single storey rear extension to replace existing conservatory.
44 Southdeean Close Middleton on Sea

Thank you for your recent application which I received on 12th November 2011. It is being dealt with by Mrs D Johnson 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 :-

I require 1 electronic or 3 paper copies of a location plan in accordance with the guidance notes available on our website detailed below (click on National ~~ist~~). Please edge the site in red and provide another named road.

The existing East elevation at ground floor level and existing East ground floor plan do not accord. Please amend accordingly.

The proposed West Elevation at ground floor level and existing West ground floor plan do not accord. Please amend accordingly.

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/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.

Please provide the above by 30th November 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 sincerely

pmac42