



Mrs Beverley Bennetrt
Robins Retreat
1 West Close
Middleton on Sea
West Sussex
PO22 7RP

Arun District Council
Arun Civic Centre
Maltravers Road
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Planning General Enquiries
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Our Ref: M/116/17/CLP
Your Ref:

Please ask for:
Mrs J Grieves
01903 737500 x 37448

Dear Mrs Bennett

20th November 2017

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article 39

Application for Lawful Development Certificate for a Proposed Use or Development

Development Application for a Lawful Development Certificate for a proposed use - widen dormer
Location Robins Retreat 1 West Close Middleton on Sea

Thank you for your recent application which I received on 10th November 2017. It is being validated by Mrs J Grieves 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 :-

Please forward 3 copies existing floor plans.

Please forward 3 copies of existing & proposed elevation plans

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 **4th December 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

Neil Crowther
Group Head of Planning