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Our Ref: M/11/13/NMA
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Sir/Madam

15th February 2013

Section 96A of the Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended) - Article 9

Application for A Non-material Amendment Following a Grant of Planning Permission

Development Application for a non-material amendment following a grant of planning permission M/25/11/ to add weatherboarding above first floor level to gables in lieu of painted pebbledash and widen rear patio doors.

Location Yellow Hammers 24 Sea Lane Middleton on Sea

Thank you for your recent application which I received on 6th February 2013. 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 :-

The declaration is out of date. Please date it accordingly.

As discussed on the telephone on 12/02/2013, please submit a revised plan not showing the velux window that was not on the original drawings on application M/25/11/.

Please provide the above by **1st 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 faithfully

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

Karl Roberts
Assistant Director Planning & Economic Regeneration