



Mr G Morris
104 Elmer Road
Middleton on Sea
West Sussex
PO22 6LJ

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: M/18/17/HH

Your Ref:

**Please ask for:
Mrs D Johnson
01903 737762**

10th April 2017

Dear Mr Morris

**Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2015
Application for Householder Planning Permission**

Development Vehicular access.
Location 104 Elmer Road Middleton on Sea

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are received or resolved:-

Block Plan

Please submit 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500 or 1:200 with the proposal & visibility splays shown on the plan. Further details of what must be included on the plan can be found in the National Validation Requirements. For more information about visibility splays please email andrew.howick@westsussex.gov.uk (Mr Howick) who can give you advice if needed.

I am again returning a copy of the application form to you by post today. Please complete the ownership details where you have signed and dated Certificate B with the West Sussex County Council Highways address and return to this office accordingly. Please serve the notice on West Sussex County Council Highways and not yourself.

Please take your signature and date off of Certificate A.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required 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 **24th April 2017**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

pincag2

Yours sincerely

A handwritten signature in black ink, appearing to read 'Karl Roberts', with a long, sweeping underline.

Karl Roberts