



Ms E Poland
Heathland
South Lodge
South Avenue
Hurstpierpoint
BN6 9QB

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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Minicom: 01903 732765
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Our Ref: M/51/19/CLE

Your Ref:

Please ask for:
Mrs J Grieves
01903 737500 x 37448

17th June 2019

Dear Ms Poland

Town & Country Planning Act 1990 (as amended)

Town & Country Planning (Development Management Procedure) (England) Order 2015: Article 39

Application for Certificate of Lawfulness for an Existing Use or Building

Development Application for a Certificate of Lawfulness for an existing use - use of land to incorporate into garden

Location Gendarshe (now Sea Song) Manor Way Elmer 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:-

Location Plan

Please submit 1 electronic or 3 paper copies of an amended location plan at a scale of 1:1250 or 1:2500 to show 2 named roads

Please provide any evidence you may have of the land being used as a garden

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 **1st July 2019**. 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.

Yours sincerely

A handwritten signature in black ink, appearing to be 'NC' with a flourish and a period.

Neil Crowther