



Wessex Window Systems PLC
Factory & Showroom
The Foundary
London Road
Kingsworthy
SO23 7QN

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

**Our Ref: M/82/12/
Your Ref:**

**Please ask for:
Mrs J Grieves
01903 737711 x 37448**

Dear mikewright@wwsplc.co.uk

25th October 2012

**Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2010 (as amended)**

Application for Planning Permission for Works or Extension to a Dwelling

Development Single storey conservatory erected to the rear elevation of property

Location 50 The Byway Middleton-on-Sea

Thank you for your recent application which I received on 24th October 2012. It is being dealt with by Mrs J Grieves 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 :-

Please submit amended location and block plans to show the site area edged in red and the proposed conservatory clearly highlighted

Please provide the above by **8th November 2012**. 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 sincerely

A handwritten signature in dark ink, appearing to read 'Karl Roberts', with a long horizontal flourish extending to the left.

Karl Roberts
Assistant Director Planning & Economic Regeneration