Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail:planning@arun.gov.uk
website: www.arun.gov.uk/planning

Bryceson Shaw Associates
2 Wellesley Court
Fitzalan Road
Littlehampton
BN17 5JW

Please ask for:	Nicola Moore
Email:	nicola.moore@arun.gov.uk
Telephone:	Ext 37944
Our Ref:	R/103/22/CLE
Your Ref:	
Date:	12th May 2022

Dear Mr Shaw,

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

Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a planning condition

Development: Lawful development certificate for an existing rear extension to bungalow.
Location: 24 Shirley Close Rustington BN16 2EG

Thank you for your recent application which I received on 10th May 2022. It is being validated by Nicola Moore who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid application until the following item(s) have been received or resolved :-

Block Plan

Please submit an electronic block plan in pdf format at a scale of 1:500. Further details of what must be included on the plan can be found in the Validation Requirements List.

Dwg No 2791/01/01 has been submitted twice and both titled Existing Floor Plans and Elevations. For clarity, amend to clearly show the existing (as built) and pre-existing.

The Rear-West elevation shows 2 doors on the new extension, however the Ground Floor - Lounge/Dining shows one large door/window. Please amend accordingly and re submit.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: https://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.

If providing additional documents or information, please email it directly to us at: planning.responses@arun.gov.uk with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we receive all the original information plus any amended information

and it is not clear what has changed. Please provide the above by **26th May 2022** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to extend the time scale.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website https://www.arun.gov.uk/privacy-policy/

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to
https://www1.arun.gov.uk/planning-application-finder