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

Mr B Walsh
Denewood
74 Woodlands Avenue
Rustington
West Sussex
BN16 3EY

Our Ref: R/130/13/
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Walsh

5th June 2013

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended)
Application for Planning Permission

Development Change of use of workshop (B1 Businesses) to residential use as a holiday let (C3 Dwelling House)

Location Rear of Denewood 74 Woodlands Avenue Rustington

Thank you for your recent application which I received on 29th May 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 :-

Please submit 1 electronic or 3 paper copies of a location plan in accordance with the guidance notes available on our website detailed below (click on National List). Please provide the scale for this plan.

Please submit 1 electronic or 3 paper copies of a block/site plan in accordance with the guidance notes available on our website detailed below (click on National List).

Please submit 1 electronic or 3 paper copies of existing and proposed floor plans at a scale of 1:50 in accordance withthe guidance notes available on our website detailed below (click on National List). If the plans are the same, you may label the plans existing and proposed.

Please submit 1 electronic or 3 paper copies of existing and proposed elevations in accordance with the guidance notes available on our website detailed below (click on National List). If the plans are the same you may label the plans as existing and proposed.

A fee of £385.00 is due for this application. Please send a cheque for the outstanding balance of £213.00 to this office.

Please complete Sections 18 adn 21 on the applcation form.

Please provide a scale for Appendix 4.

Please provide the above by **19th June 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 sincerely

Karl Roberts
Assistant Director Planning & Economic Regeneration