

Mr Clayton Ayling
Focus Consulting
Pavilion View
19 New Road
Brighton and Hove
BN1 1UF

Dear Sir/Madam

Please ask for:
Miss K Garner

The Town and Country Planning Act 1990 (as amended)
Town and Country Planning Development Management Procedure Order 2010 (as amended)

Application for a Certificate of Lawfulness for a proposed loft conversion as per Focus letter dated 25/05/11 in addition to works approved under application R/44/11.
Shencot 44 Seafield Road Rustington

Thank you for your recent application which I received on 13th June 2011. It is being dealt with by Miss K Garner 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 :-

I require 1 electronic or 3 paper copies of an amended location plan to include a red edge of the site in accordance with the guidance notes available on our website detailed below (click on National List).

Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Miscellaneous - Lawful development certificate for a proposed use - and click on Checklist)

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.

Please provide the above by 4th July 2011. 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.

Yours faithfully

- 27/6 - Email address incorrect
letter re-sent
CB