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Planning & Building Control General Enquiries
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Our Ref: R/149/12/
Your Ref:

Please ask for:
Miss K Garner
01903 737500 x 37467

Dear Mr Cundale

20th July 2012

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

Development Alterations to car park layout, access and landscaping
Location Focus, Unit A New Road Rustington

Thank you for your recent application which I received on 16th July 2012. 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 :-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £170 and would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

I require 1 electronic or 3 paper copies of a location plan at a scale of 1:1250 in accordance with the guidance notes available on our website detailed below (click on National List).

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 **3rd August 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.

✓ 12/7
(Lisa)