



Mr Peter Wills
16 Windmill Drive
Rustington
West Sussex
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Arun District Council
Arun Civic Centre
Maltravers Road
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West Sussex BN17 5LF
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Our Ref: R/159/19/CLP

Your Ref:

**Please ask for:
Nicola Moore
Ext 37944**

5th August 2019

Dear Mr Wills

**Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article
39
Application for Certificate of Lawfulness for a Proposed Use or Building**

Development Lawful development certificate for a proposed conversion of garage in to habitable room.

Location 16 Windmill Drive Rustington

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are received or resolved:-

Please state why you consider that a lawful Development certificate should be granted for this proposal. This is Section 7 of the application form which i have enclosed and highlighted.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required 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 **19th August 2019**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

Yours sincerely

Neil Crowther

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