



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

**Our Ref: R/193/12/
Your Ref:**

**Please ask for:
Mrs D Johnson
01903 737762**

Dear Mr Elstone

4th October 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 Minor alterations to the elevations and window configuration following the approval of R/273/08/
Location Land to the West of 2 Cross Road Rustington

Thank you for your recent application which I received on 2nd October 2012. 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 block/site plan in accordance with the guidance notes available on our website detailed below (click on National List). Please provide one named road and the houses on either side of the site. ✓ 8/10/12

The application fee has not been paid in full. Please forward the balance of £165 to this office.

Please complete section 3 on the application form (the tick boxes). ✓ 8/10/12

Please provide the above by **18th October 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.

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.

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