



Mr K Dowell
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Our Ref: R/1/18/PL
Your Ref:

Please ask for:
Miss K Garner
01903 737500 x 37467

Dear Mr Dowell

16th January 2018

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015
Application for Planning Permission

Development Provision of two off road parking spaces to front garden for sole use of flat 3.
Location 3 Claigmar Court Claigmar Road Rustington

Thank you for your recent application which I received on 8th January 2018. It is being validated by Miss K Garner who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

Ownership Certificate

You have signed Certificate A on the application form as the owner of the site. Please either confirm in writing that you own the car parking area to which this application relates.

or

Incorrect certificate details were completed on the application form please resubmit the application form with section B correctly completed, together with any Article 11 notice to be served on owners and tenants where this is appropriate. Please refer to the National Validation Requirements.

Location Plan - Amend

Please submit 1 electronic or 3 paper copies of an amended up to date Location plan with buildings shown, at a scale of 1:1250 (Not photocopied) and the site edged in red. Further details of what must be included on the plan can be found in the National Validation Requirements.

Block Plan - Amend

Please submit 1 electronic or 3 paper copies of an amended Block/Site plan at a scale of 1:500 or 1:200 to clearly show the 2 proposed parking spaces on the plan, together with their dimensions. Further details of what must be included on the plan can be found in the National Validation Requirements.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/making-a-planning-application>
If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **30th January 2018** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

A handwritten signature in black ink, appearing to be 'NC', followed by a period.

Neil Crowther
Group Head of Planning