



Mr S Silk
Blake Morgan
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Arun District Council
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Our Ref: R/211/18/PL

Your Ref:

**Please ask for:
Mrs J Grieves
01903 737500 x 37448**

Dear Mr Silk

21st September 2018

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

Development Change of use from dog day care centre (Sui Generis) to health & fitness centre (D2 Assembly & Leisure)
Location Phoenix Terrace, Unit 2 Artex Avenue Rustington

Thank you for your recent application which I received on 15th August 2018. It is being validated by Mrs J Grieves 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 :-

Block Plan

Please submit 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500 or 1:200. Further details of what must be included on the plan can be found in the National Validation Requirements.

Floor Plans

Please submit 1 electronic or 3 paper copies of clearly labelled existing and proposed floor plans at a scale of 1:50 or 1:100. Further details can be found in the National Validation Requirements.

Elevations

Please submit 1 electronic or 3 paper copies of clearly labelled existing and proposed elevations at a scale of 1:50 or 1:100. If no change, please title 'Existing & Proposed'

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 **5th October 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