



Mr A Smith
Minstrels
6 West Mead
East Preston
West Sussex
BN16 2SL

Arun District Council
Arun Civic Centre
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Our Ref: R/225/17/CLE
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Smith

17th October 2017

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015: Article 39

Application for Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a planning condition.

Development Lawful development certificate for an existing summer house.

Location Minstrels 6 West Mead East Preston

Thank you for your recent application which I received on 9th October 2017. It is being validated by Mrs D Johnson 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 :-

Location Plan

Please submit 1 electronic or 3 paper copies of a location plan at a scale of 1:1250 or 1:2500 for rural areas. 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 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. Please clearly highlight the proposed works, provide measurements from the proposal to the site boundaries and provide a scale.

Please complete Question 5 on the application form.

Please provide floor plans and elevations, to scale, for the existing summer house.

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 **31st October 2017** 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 flourish and a period.

Neil Crowther
Group Head of Planning