



Mr Roberts
Mill Lodge
25 Downview Road
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West Sussex
BN11 4QP

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning
Our Ref: R/230/11/
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 Ext 37459

Dear Mr Roberts

3rd November 2011

The Town and Country Planning Act 1990 (as amended)

**Conservatory to rear elevation
63 Milton Avenue 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 matters are resolved:-

I require 1 electronic or 3 paper copies of a revised block/site plan to include 1 named road in accordance with the guidance notes available on our website detailed below (click on National List).

Unfortunately due to legislation changes in October 2010 the application forms you have submitted are out of date. I have enclosed the correct forms for you to complete and return accordingly. *3 apps sent*

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 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 17th November 2011. If this information is not received by this date the application will be returned as incomplete and you will have to submit a fresh application.

Yours sincerely

Karl Roberts
Assistant Director Planning Services &
Housing Strategy