



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

Dear Mr Roberts

Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF  
Planning & Building Control General  
Enquiries  
Tel: (01903) 737756 Fax: (01903) 730442  
Dx: 57406 Littlehampton  
Minicom: 01903 732765  
e-mail: [planning@arun.gov.uk](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

**Our Ref: R/230/11/**

**Your Ref:**

**Please ask for:**  
Miss C Burrows  
01903 737500 Ext 37459  
20th October 2011

**The Town and Country Planning Act 1990 (as amended)**  
**Town and Country Planning Development Management Procedure Order 2010 (as amended)**

**Conservatory to rear elevation**  
**63 Milton Avenue Rustington**

Thank you for your recent application which I received on 18th October 2011. It is being dealt with by Miss C Burrows 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 :-

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Unfortunately due to legislation changes in October 2010 the application forms you have submitted are out of date.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.

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.

Please provide the above by 3rd November 2011. 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.

Yours sincerely

Karl Roberts  
Assistant Director Planning Services &  
Housing Strategy

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