

Mr J Harbridge
Herne Farm House
2 Park Drive
Rustington
West Sussex
BN16 3DZ

Our Ref: R/243/11/
Your Ref:

Dear Mr Harbridge

Please ask for:
Mrs S Honney-Bayes

1st November 2011

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

Proposed renovations & additions
Herne Farm House 2 Park Drive Rustington

Thank you for your recent application which I received on 31st October 2011. It is being dealt with by Mrs S Honney-Bayes 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 location plan showing a continuous red edge around the application site in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide 1 electronic or 3 paper copies of proposed east and west elevations of the main dwelling to show the proposed connecting wall to the garage and a revised proposed side elevation of the garage. The archway shown does not accord with the floor plan and site plan

The incorrect application form has been submitted with this application. Please complete the enclosed form and return accordingly. Please ensure that the section 'Description of proposed works' is fully completed and that any email address detailed on the form is clear.

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 15th 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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