



Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries

Mr T Hunter
29 Wendy Ridge
Rustington
West Sussex
BN16 3PJ

Please ask for:
Mrs S Honney-Bayes

Dear Mr Hunter

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

New single storey rear conservatory extension & new front porch
29 Wendy Ridge Rustington

Thank you for your recent application which I received on 28th February 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 :-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £150 and would be grateful if you would forward this amount to me as soon as possible.

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

I require 1 electronic or 3 paper copies of a revised location plan showing a north point and at least 2 named roads, in accordance with the guidance notes available on our website detailed below (click on National List).

The porch shown on the existing floor plan does not appear to match the porch shown on the existing front (north) elevation. Please amend accordingly.

There appears to be 5 rooflights shown on the proposed floor plan (rear). These will need to be detailed on the proposed rear (south) elevation. Please amend.

Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Householder Forms - Household Extension - and click on Checklist)