ARUN
DISTRICT COUNCIL

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

[redacted]

Focus Consulting
Pavillion View
19 New Road
Brighton
East Sussex
BN1 1UF

will send in :
- amended block plan
- full plans form.
- " ve.
- DAS.
+ £20.00 additional fee.

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445

Dear Mr Ayling

3rd March 2011

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

Replacement of 2 no. catslide roof sections with flat roofs and relocation of 1 no. door and 2 no. windows to north and west elevations
44 Seafield Road Rustington

Thank you for your recent application which I received on 1st March 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 :-

The fee deposited with your application is incorrect. I suggest it should be £335. This would attract an additional fee of £185. I 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 the proposed works clearly highlighted in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide a design and access statement in accordance with the guidance notes available on our website detailed below (click on National List).

The incorrect form has been submitted with this application. Please complete the full planning form (enclosed) and return accordingly.

Please complete the validation checklist - all boxes must be completed even if not applicable (enclosed) and return accordingly.

For further guidance or to obtain the documents as required above please refer to our website:
http://www.arun.gov.uk/cgi-bin/buildpage.pl?mysql=3390

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 17th March 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

Also asked him to confirm use in writing.

pmac42