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**Our Ref: R/68/13/  
Your Ref:**

**Please ask for:  
Mrs D Johnson  
01903 737762**

Dear Ms Hodges

22nd March 2013

**Town & Country Planning Act 1990 (as amended)  
Town & country Planning (Development Management Procedure) (England) Order 2010 (as amended)**

**Application for Planning Permission for Works or Extension to a Dwelling**

**Development** Side and rear extension  
**Location** 32 Tennyson Avenue Rustington Littlehampton

Thank you for your recent application which I received on 19th March 2013. It is being dealt with by Mrs D Johnson 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 have returned a cheque for £176.00 to the applicant today with a comp slip stating the cheque was made out for the incorrect amount and a cheque for £172.00 is required for this application before we could validate the application.

One of the block plans does not scale properly. Please amend the incorrect one accordingly.

The existing rear elevation and existing rear floor plan do not accord. Please amend accordingly.

Please provide the above by **5th April 2013**. 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.

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.

*If this letter has crossed with you providing the information, please ignore it.*

Yours sincerely

A handwritten signature in black ink, appearing to read 'KARL', with a long, sweeping horizontal line underneath.

Karl Roberts  
Assistant Director Planning & Economic Regeneration