



Ms S Roffey
91 Broadmark Lane
Rustington
West Sussex
BN16 2JN

Arun District Council
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Our Ref: R/92/18/HH

Your Ref:

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

Dear Ms Roffey

23rd May 2018

**Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2015
Application for Planning Permission for Works or Extension to a Dwelling**

Development Extend fence along side of property, new fence to front of property in front garden & brick wall to front of property
Location 91 Broadmark Lane Rustington

Thank you for your recent application which I received on 3rd May 2018. It is being validated by Mrs D Johnson who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

Declaration on the Form

Please sign and date the declaration on your application forms.

Block Plan Amend

Please submit 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500 or 1:200. Further details of what must be included on the plan can be found in the National Validation Requirements. Please provide a north point and a scale.

Please submit a photo of the front of the house showing where the proposed brick wall and fence will be located.

Please confirm the amended description is satisfactory.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/making-a-planning-application>

If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **6th June 2018** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

A handwritten signature in black ink, appearing to be 'NC', followed by a period.

Neil Crowther
Group Head of Planning