



JJR Designs
Drayton House
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Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

**Our Ref: WA/18/12/
Your Ref:**

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

Dear Mr Stefanski

21st March 2012

Town & Country Planning Act 1990 (as amended)

Application for Planning Permission for Works or Extension to a Dwelling

Development Ground floor alterations, conservatory to rear elevation and a loft conversion

Location 10 Parsons Walk Walberton

Thank you for your recent application which I received on 15th March 2012. 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 :-

The existing East elevation does not accord with the existing East floor plan. Please amend accordingly.

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).

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 **4th April 2012**. 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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