



Mr Mark Alford
Heatherlands
Bracken Lane
Storrington
West Sussex
RH20 3HS

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/20/13/
Your Ref:**

**Please ask for:
Miss C Burrows
extn 37459**

Dear Mark Alford Design

17th May 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 Conversion of existing stable block into residential 1 bedroom annexe to accommodate a dependent relative

Location The Farmhouse Eastergate Lane Walberton

Thank you for your recent application which I received on 13th May 2013. It is being dealt with by Miss C Burrows 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 £172 and would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

Please submit 1 electronic or 3 paper copies of a revised location plan with an additional named road and with the site clearly red edged in accordance with the guidance notes available on our website detailed below (click on National List).

Please submit 1 electronic or 3 paper copies of revised existing floor plans with all windows indicated clearly to match the elevations at a scale of 1:50 in accordance with the guidance notes available on our website detailed below (click on National List).

Please submit 1 electronic or 3 paper copies of existing and proposed roof plan in accordance with guidance notes available on our website detailed below (click on National List).

We require a full drainage environmental assessment if the means of foul drainage is not being connected to the existing public mains system. If the drainage is being connected to the existing mains system, please advise accordingly.

Please provide the above by **31st May 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 ROBERTS', with a long, sweeping horizontal line underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration