



Dr C Matthews
Little Box Cottage
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Arundel
West Sussex
BN18 0AT

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Our Ref: WA/25/17/CLP
Your Ref:

Please ask for:
Technical Support Team
01903 737711

Dear Dr Matthews

13th April 2017

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article 39

Application for Lawful Development Certificate for a Proposed Use or Development

Development Lawful development certificate for the proposed use of first floor of existing garage/outbuilding as a holiday let.

Location Little Box Cottage Walberton Green Arundel

Thank you for your recent application which I received on 24th March 2017. It is being validated by Technical Support Team 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 :-

The incorrect application form has been submitted. Please submit 3 copies of the application titled 'Application for a Lawful Development Certificate for a Proposed use or operation...' and return accordingly.

The location and block plan do not scale correctly. Please amend accordingly and return 3 copies to this office.

Please provide 3 copies of the existing and proposed floor plans. If there is no change you may label the floor plans as both 'existing and proposed'.

Please provide 3 copies of the existing and proposed elevations. If there is no change you may label the elevations as both 'existing and proposed'.

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 **27th April 2017** 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 flourish and a period.

Neil Crowther
Group Head of Planning