



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

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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website: www.arun.gov.uk/planning

Our Ref: WA/25/17/CLP

Your Ref:

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

27th April 2017

Dear Dr Matthews

Town & Country Planning Act 1990 (as amended)

**Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article
39**

Application for Certificate of Lawfulness for a Proposed Use or Building

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 the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are received or resolved:-

The location and block plan do not scale correctly. Please amend accordingly and return 3 copies to this office. If you scale both plans against each other with a scale ruler, they do not scale the same. If you put a scale ruler on the block plan (1:500) the actual scale bar and the scale ruler do not accord.

Please show the proposed roof lights on the proposed first floor plan.

A copy of all of your plans will be returned to you by post.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required 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 **11th May 2017**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

Yours sincerely

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

Neil Crowther