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

Mr Michael Ladbrook
9 Bala Crescent
Felpham
West Sussex
PO22 8LY

Our Ref: WA/28/15/HH
Your Ref:

Please ask for:
Miss K Garner
01903 737711 x 37467

10th June 2015

Dear Mr Ladbrook

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 Demolition of existing lean-to summer house & erection of single storey extension.

Location Copperfield Cottage Binsted Lane Binsted

Thank you for your recent application which I received on 1st June 2015. It is being validated by Miss K Garner 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 :-

Location Plan

Please submit 1 electronic or 3 paper copies of an amended location plan at a scale of 1:1250 or 1:2500 for rural areas to show 2 road names. Further details of what must be included on the plan can be found in the National Validation Requirements.

Roof Plan

This extension does not have a flat roof. Please submit 1 electronic or 3 paper copies of existing and proposed roof plan. Please refer to the National Validation Requirements for further details.

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 **24th June 2015** or your application will be returned to you 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

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Karl Roberts
Director Planning & Economic Regeneration

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