



Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF  
Planning & Building Control General  
Enquiries

Mr Taft  
TR & Associates  
Sunshine Corner  
8 Wick Close  
Flepham  
PO22 8QE

Your Ref.

Please ask for:  
Mrs S Honney-Bayes

Dear Mr Taft

**The Town and Country Planning Act 1990 (as amended)  
Town and Country Planning Development Management Procedure Order 2010 (as amended)**

**Application for a Lawful Development Certificate for a proposed development to replace delapidated steel sheet roof of outbuilding with new rafters & PVC plastisol coated steel sheet roof, without change to associated hardstanding  
The Retreat Hoe Lane Flansham**

Thank you for your recent application which I received on 18th March 2011. It is being dealt with by Mrs S Honney-Bayes 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 :-

I require 1 electronic or 3 paper copies of a revised location plan showing at least 2 named roads and the adjoining properties, in accordance with the guidance notes available on our website detailed below (click on National List).

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

For further guidance or to obtain the documents as required above please refer to our website:  
<http://www.arun.gov.uk/cgi-bin/buildpage.pl?mysql=3390>

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 2011. 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

pmac42



Karl Roberts  
Assistant Director Planning Services &  
Housing Strategy