



Folkes Architects
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Planning General Enquiries
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Our Ref: AB/36/17/HH
Your Ref:

Please ask for:
Miss K Garner
01903 737500 x 37467

Dear Mr Mark Folkes

5th April 2017

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015
Application for Planning Permission

Development Single storey rear extension
Location Pound Cottage Queens Lane Arundel

Thank you for your recent application which I received on 13th March 2017. 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 :-

Block Plan - Amend

Please submit 1 electronic or 3 paper copies of an amended block/site plan at a scale of 1:500 or 1:200 to include the dimensions to each boundary shown on the plan. Further details of what must be included on the plan can be found in the National Validation Requirements.

This site is within the Environment Agency Flood Zones 2 & 3. Please submit a Flood Risk Assessment accordingly. There is a pro-forma available for minor development applications should you wish to request one from us.

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 **19th 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 read 'KARL' with a stylized flourish underneath.

Karl Roberts
Director Planning & Economic Regeneration