



Ms J Woolley  
Mallards  
8 Fitzalan Road  
Arundel  
West Sussex  
BN18 9JS

Arun District Council  
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**Our Ref: AB/61/17/HH**  
**Your Ref:**

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

Dear Ms Wooley

5th May 2017

**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** First floor rear extension.  
**Location** Mallards 8 Fitzalan Road Arundel

Thank you for your recent application which I received on 27th April 2017. It is being validated by Mrs D Johnson 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 location plan, block plan, floor plans and elevations do not scale correctly. Please amend accordingly.

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 May 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

Neil Crowther  
Group Head of Planning