



Mr P Quantrill  
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**Our Ref: AL/2/18/HH**

**Your Ref:**

**Please ask for:**

**Mrs J Grieves  
01903 737500 x 37448**

Dear Mr Quantrill

19th January 2018

**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**     Single storey rear extension to replace conservatory

**Location**         Rivendell Level Mare Lane FONTWELL

Thank you for your recent application which I received on 8th January 2018. It is being validated by Mrs J Grieves 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 amended location plans at a scale of 1:1250 or 1:2500 showing 2 named roads. Further details of what must be included on the plan can be found in the National Validation Requirements.

Block Plan

Please submit 1 electronic or 3 paper copies of amended block/site plan showing measurements to the boundary & position of the existing. Further details of what must be included on the plan can be found in the National Validation Requirements.

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 **2nd February 2018** 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 be 'NC' followed by a flourish and a period.

Neil Crowther  
Group Head of Planning