



Innovative Options Ltd
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Arun Civic Centre
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Planning General Enquiries
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: AL/34/17/HH

Your Ref:

**Please ask for:
Charlotte Spencer
01903 737711**

10th April 2017

Dear Mr Galloway

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

Development Single storey extension, car port and new first floor window
Location The Studio Tudor Drive Westergate Aldingbourne

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are received or resolved:-

Existing Plans

The existing plans have been cut in two. Please submit as one whole document

Flood Risk Assessment

Following my colleagues email your comments are noted and we will validate without a Flood Risk Assessment but the site does lie within flood zones 2 and 3 and we would normally require this. If the case officer decides that they do require one and it is not provided this may result in a refusal.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required 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 **24th April 2017**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Karl Roberts', with a long, sweeping underline.

Karl Roberts