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Our Ref: AW/123/18/HH
Your Ref:

Please ask for:
Technical Support Team
01903 737711

Dear Mr Binns

11th May 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 Demolition of conservatory, replacement with single storey rear extension & 2 No. rooflights to the north elevation.
Location 9 Copthorne Way Aldwick

Thank you for your recent application which I received on 20th April 2018. It is being validated by Technical Support Team 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 a block/site plan at a scale of 1:500 or 1:200. Further details of what must be included on the plan can be found in the National Validation Requirements. Please provide measurements from the proposal to the site boundaries.

The existing and proposed East and West elevations have been labelled incorrectly. 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 **25th May 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