



Mr M Terry
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Our Ref: AW/177/18/HH
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

Dear Mr M Terry

2nd July 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 Replace windows with double glazed. Installation of photovoltaic panels. Installation of 2No. velux windows. Proposed porch. Remove redundant second chimney. Minor reconfigurations to doors & windows & partial rendering to match existing.

Location Craig Rock Cottage 28 The Drive Aldwick

Thank you for your recent application which I received on 4th June 2018. It is being validated by Miss C Burrows 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 - revised

Please submit 1 electronic or 3 paper copies of a revised block/site plan at a scale of 1:500 or 1:200 will all proposed works clearly hatched or highlighted (you may wish to use arrows to indicate the elevations affected by the replacement windows). Also please include 1 named road. Further details of what must be included on the plan can be found in the National Validation Requirements.

Floor Plans

Please submit 1 electronic or 3 paper copies of clearly labelled existing and proposed floor plans at a scale of 1:50 or 1:100. Further details can be found in the National Validation Requirements.

Please note there appears to be a shed indicated on the Block plan that has not been included within the application form. Please confirm if this is to be considered as part of the application, if it is not then please remove from the Block plan. However if it is then please make sure it is included within all of the proposed floor plans and elevations.

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 **16th July 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 period.

Neil Crowther
Group Head of Planning