



Mr O Olafsson
11 Dragoon House
Hussar Court
Brambles Business Park
Portsmouth
PO7 7SF

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: AW/206/18/PL

Your Ref:

**Please ask for:
Mrs J Grieves
01903 737500 x 37448**

Dear Mr Olafsson

27th July 2018

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

Development Rear extension to provide an additional bedroom with a larger first floor balcony. Removal of brick entrance pier & 2 adjacent trees at front - This application may affect the setting of the Craigweil House, Aldwick Conservation Area

Location The Boathouse 14 Craigweil Manor Aldwick

Thank you for your recent application which I received on 3rd July 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 :-

No fee accompanied your application. I suggest that the required fee is £206 and would be grateful if you would forward this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

Block Plan

Please submit 1 electronic or 3 paper copies of an amended block/site plan at a scale of 1:500 or 1:200 clearly showing the proposed works clearly highlighted together with measurements to the boundaries.

The internal alterations do not require planning permission. I have therefore removed this from the description.

The application form is incorrect. A Householder application form is all that is required as the demolition works are less than 115m² therefore not required consent. Please therefore forward complete Application for Householder application forms.

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 **10th August 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