

Extending Homes  
'Larkfield'  
Yapton Road  
Barnham  
West Sussex  
PO22 0AY

Please ask for: Ms Iqraa Malik  
Email: [iqraa.malik@terraquest.co.uk](mailto:iqraa.malik@terraquest.co.uk)  
Telephone: 01212341390  
Our Ref: AW/281/21/HH  
Your Ref:  
Date: 23rd August 2021

Dear Mr Robinson,

**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:** Garage conversion to habitable use and loft conversion with 1 x dormer  
**Location:** 5 The Courtyard Fish Lane Aldwick PO21 3AJ

Thank you for your recent application which I received on 23rd August 2021. It is being validated by Ms Iqraa Malik who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid application until the following item(s) have been received or resolved :-

Form

Please confirm in writing your acceptance of the amended description.

Garage conversion to habitable use and loft conversion with 1 x dormer

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <https://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 **6th September 2021** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



**Neil Crowther**  
**Group Head of Planning**

For details of how the Council will deal with your data please refer to our privacy notices on the website  
<https://www.arun.gov.uk/privacy-policy/>

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to  
<https://www1.arun.gov.uk/planning-application-finder>