

MF Designs Ltd
36 Grove Road
Havant
PO9 1AR

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: AW/324/21/CLP
Your Ref:
Date: 23rd September 2021

Dear Mr Farrer,

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article 39

Lawful Development Certificate for a Proposed Use or Development

Development: Lawful development certificate for a proposed single storey rear extension to replace existing conservatory structure and roof window to rear elevation
Location: 5 The Lawn Aldwick PO21 4XJ

Thank you for your recent application which I received on 21st September 2021. It is being validated by Nicola Moore 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 :-

Block Plan

Please amend the Block Plan to include the distances to boundaries and re submit. Further details of what must be included on the plan can be found in the Validation Requirements List.

The scale bars on the Location/Block Plan are 1:1250 and 1:500, but in the title the scale is shown as 1:100. Please amend accordingly and re submit.

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 **7th October 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>