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Our Ref: AW/55/18/HH
Your Ref:

Please ask for:
Miss K Garner
01903 737500 x 37467

Dear Mr Chris Moore

22nd February 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 Rear and side, single and two storey extension incorporating rear balcony.
Location 3 The Orchard Aldwick

Thank you for your recent application which I received on 14th February 2018. It is being validated by Miss K Garner 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 :-

The fee deposited with your application is incorrect. I suggest it should be £206. This would attract an additional fee of £. I would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted)

The proposed first floor plan has been mis-labelled as proposed ground floor plan. Please amend and return 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 **8th March 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

Neil Crowther
Group Head of Planning