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Our Ref: AW/55/18/HH

Your Ref:

**Please ask for:
Miss K Garner
01903 737500 x 37467**

26th February 2018

Dear Mr Chris Moore

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

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

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are received or resolved:-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £206 and 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 at these offices)

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by **12th March 2018**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

Yours sincerely

Neil Crowther