



LOOK, Design and Build
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Our Ref: AW/79/18/HH
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Gibbens

23rd March 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 Single storey side extension. This application affects the character & appearance of the Craigweil House Conservation Area.

Location 60 The Drive Aldwick

Thank you for your recent application which I received on 13th March 2018. It is being validated by Mrs D Johnson 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 :-

On the proposed block plan, please clearly highlight/hatch the proposed works and provide measurements from the proposal to the site boundaries.

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 **6th April 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