



Architectural Services
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Our Ref: AW/85/18/HH
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Quantrill

10th April 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 Two storey side extension, front porch & external cladding to front, side & part rear elevations. This application may affect the character & appearance of the Craigweil House Conservation Area.

Location 54 Kingsway Aldwick

Thank you for your recent application which I received on 20th 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 :-

Block Plan Amend

Please submit 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500 or 1:200. Further details of what must be included on the plan can be found in the National Validation Requirements. Please clearly highlight all of the proposed works.

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 **24th 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