



Mrs Leeza Aldis-Hobbs
1 The Grove
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Arun Civic Centre
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Planning General Enquiries
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website: www.arun.gov.uk/planning

Our Ref: BE/47/19/PL
Your Ref:

Please ask for:
Sian Eggington
0121 2341390

Dear Mrs Aldis-Hobbs

11th April 2019

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

Development Addition of first floor to existing bungalow to allow conversion to 2 x 1 bedroom flats and a studio flat.

Location 38 Chalcraft Lane Bersted

Thank you for your recent application which I received on 3rd April 2019. It is being validated by Sian Eggington 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 :-

Form

Please confirm in writing your acceptance of the amended description.

Addition of first floor to existing bungalow to allow conversion to 2 x 1 bedroom flats and a studio flat.

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 **25th April 2019** 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