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Our Ref: BR/167/18/HH
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Chan

9th July 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 Conversion of existing integral garage into bedroom. This application affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area.
Location 6 Mead Court Mead Lane Bognor Regis

Thank you for your recent application which I received on 12th June 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 :-

The existing and proposed floor plans indicate two different scales. Please correct the scale on the plans.

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 **23rd July 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