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Our Ref: BR/69/18/HH

Your Ref:

**Please ask for:
Mrs D Johnson
01903 737762**

Dear Mr Chris Moore

13th 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 New roof with first floor accomodation, dormer to side elevation, porch to side elevation & single storey rear extension (revision to previously approved BR/305/17/HH).

Location 30 Mansfield Road Bognor Regis

Thank you for your recent application which I received on 6th 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 :-

The existing and proposed ground floor plans and side elevations do not accord. Please amend accordingly.

Please confirm that the amended description is satisfactory.

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 **27th March 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