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website: www.arun.gov.uk/planning

Our Ref: CM/8/18/HH
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

Dear Mr Chris Moore

9th 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 First floor extension above garage.
Location 4 May Close Horsemere Green Climping

Thank you for your recent application which I received on 20th March 2018. It is being validated by Miss C Burrows 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 :-

Please could you confirm if the single storey extension forms part of this application.

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 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