



Mr James Wells
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Our Ref: EG/72/18/HH
Your Ref:

Please ask for:
Charlotte Bodin
01903 737711

Dear James Wells Architects

8th October 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 Single storey front/side/rear extension
Location 29 Elm Grove Barnham

Thank you for your recent application which I received on 28th September 2018. It is being validated by Charlotte Bodin 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 "Single storey front/side/rear extension"

Location Plan

Please submit 1 electronic or 3 paper copies of a location plan at a scale of 1:1250. This should show the surrounding boundary lines/properties. Further details of what must be included on the plan can be found in the National Validation Requirements.

Block Plan

You are required to annotate all dimensions from the proposed extension to the boundary.

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 **22nd October 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

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther
Group Head of Planning