

MR ALLEN WEEDEN
5, BALMORAL COURT,
41, GRAND AVENUE,
WORTHING
WORTHING
BN11 5AX

Please ask for: Ms Iqraa Malik
Email: iqraa.malik@terraquest.co.uk
Telephone: 0121 234 1390
Our Ref: EP/142/21/HH
Your Ref:
Date: 28th October 2021

Dear Mr Weeden,

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 roofspace to habitable use to include 2 x side dormers, Juliet balcony and conversion of roof from hip to gable end and single storey ground infill extension
Location: 38 Vermont Drive East Preston BN16 1LG

Thank you for your recent application which I received on 26th October 2021. It is being validated by Ms Iqraa Malik who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid application until the following item(s) have been received or resolved :-

Form

Please confirm in writing your acceptance of the amended description.

Conversion of roofspace to habitable use to include 2 x side dormers, Juliet balcony and conversion of roof from hip to gable end and single storey ground infill extension

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <https://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 **11th November 2021** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable

us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website
<https://www.arun.gov.uk/privacy-policy/>

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to
<https://www1.arun.gov.uk/planning-application-finder>