



Mrs June Grinstead
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Our Ref: EP/146/18/HH
Your Ref:

Please ask for:
Charlotte Bodin
0121 2341390

Dear Your Home Plans Ltd

10th 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 Two storey rear extension
Location 37 The Ridings East Preston

Thank you for your recent application which I received on 5th October 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 :-

No fee accompanied your application. I suggest that the required fee is £206 and would be grateful if you would forward this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

Fee

There is a fee of £206 for this application.

Block Plan

Please also annotate the dimension from the rear of the proposed extension to the rear boundary.

The block plan also shows an annotation "Extended Drive". If you are applying for this you will need to submit existing plans to clearly demonstrate the changes. This will need to be included in the description. Please confirm/amend accordingly.

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 **24th 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