



Mr W Gander
98 Durrington Lane
Worthing
West Sussex
BN13 2RQ

Arun District Council
Arun Civic Centre
Maltravers Road
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West Sussex BN17 5LF
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Our Ref: EP/154/17/HH
Your Ref:

Please ask for:
Miss K Garner
01903 737500 x 37467

Dear Mr Gander

8th December 2017

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 Rear roof extension
Location 11 Worthing Road East Preston

Thank you for your recent application which I received on 29th November 2017. It is being validated by Miss K Garner 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 £172 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)

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 December 2017** 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