



Mrs Kathryn Welch
Caldotec Ltd
10-11 The Parade
Willowhayne Crescent
East Preston
BN16 1NS

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: EP/166/18/HH

Your Ref:

**Please ask for:
Sian Eggington
0121 2341390**

Dear Mrs Kathryn Welch

15th November 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 Erection of a two storey rear extension, second storey enlargement of side dormer and conversion of garage to study including demolition of existing conservatory
Location 100 Sea Road East Preston

Thank you for your recent application which I received on 13th November 2018. It is being validated by Sian Eggington 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 and with your permission we can amend the form for you.

'Erection of a two storey rear extension, second storey enlargement of side dormer and conversion of garage to study including demolition of existing conservatory'

Block Plan

Please submit 1 electronic or 3 paper copies of a block/site plan with all dimensions to the site boundaries at a scale of 1:500 or 1:200. Further details of what must be included on the plan can be found in the National Validation Requirements.

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 **29th November 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 period.

Neil Crowther
Group Head of Planning