



Mr David Bennett
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Our Ref: EP/16/19/HH

Your Ref:

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

Dear Mr Bennett

14th February 2019

**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 rear extension with an addition of a second floor including a rear dormer and gable end window
Location 2 Hillview Crescent East Preston

Thank you for your recent application which I received on 7th February 2019. 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.

Single storey rear extension with an addition of a second floor including a rear dormer and gable end window

Block Plan

Please submit 1 electronic or 3 paper copies of a block/site plan which includes all the dimensions from the proposed rear extension 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 **28th February 2019** 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