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Our Ref: EP/25/19/HH
Your Ref:

Please ask for:
Sian Eggington
0121 2341390

Dear Mr Vickery

6th March 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 Construction of single storey rear extension; extension of first floor roof space; internal re-ordering; replacement of garage roof; replacement of pitched roof covering; new porch and side canopy; elevational alterations and associated works

Location 12 Westfield Avenue East Preston

Thank you for your recent application which I received on 1st March 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 :-

Block Plan

Please submit 1 electronic or 3 paper copies of a block/site plan which includes all dimensions from the proposed extension to the site boundaries.

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 **20th March 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

Neil Crowther
Group Head of Planning