



Mrs Victoria Hartkemeyer
32 Manor Road
East Preston
BN16 1PY

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Our Ref: EP/78/18/DOC
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

Dear Mrs Hartkemeyer

22nd May 2018

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015
Application for Approval of Conditions

Development Application for approval of details reserved by condition imposed under planning permission EP/86/17/HH relating to condition No.3 - schedule of materials and finishes to be used for external walls, roofs and windows of the proposed alterations

Location The Lodge 32 Manor Road East Preston

Thank you for your recent application which I received on 3rd May 2018. It is being validated by Miss C Burrows 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 £34 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 **5th June 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

Neil Crowther
Group Head of Planning