



Mr W Gander
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Arun Civic Centre
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Our Ref: FG/126/18/HH
Your Ref:

Please ask for:
Richard Castro-Parker
01903 737643

Dear Mr Gander

9th July 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 Convert existing garage into habitable room & form new tiled & pitched canopy roof over.
Location 152 Littlehampton Road Ferring

Thank you for your recent application which I received on 15th June 2018. It is being validated by Richard Castro-Parker 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 £206 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 **23rd July 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