

Mr Glenn Curran
The Studio
19 Upper West Drive
Ferring
Worthing
BN12 5RG

Please ask for: Ms Iqraa Malik
Email: iqraa.malik@terraquest.co.uk
Telephone: 0121 234 1390
Our Ref: FG/183/21/HH
Your Ref:
Date: 13th October 2021

Dear Mr Curran,

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 single storey front extension, installation of front canopy, loft conversion including 4 x dormers and conversion of rear sun room to habitable use
Location: 52 Ocean Drive Ferring BN12 5QP

Thank you for your recent application which I received on 12th October 2021. It is being validated by Ms Iqraa Malik who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid application until the following item(s) have been received or resolved :-

Form

Please confirm in writing your acceptance of the amended description.

Erection of single storey front extension, installation of front canopy, loft conversion including 4 x dormers and conversion of rear sun room to habitable use

Location Plan

The location plan requires one solid red outline around the site boundary. The current outline isn't solid as it breaks up, please amend. Further details of what must be included on the plan can be found in the Validation Requirements List.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <https://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 **27th October 2021** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the

above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website <https://www.arun.gov.uk/privacy-policy/>

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to <https://www1.arun.gov.uk/planning-application-finder>