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Our Ref: FG/202/17/PL

Your Ref:

**Please ask for:
Mrs D Johnson
01903 737762**

31st January 2018

Dear Mr Rogers

**Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015
Application for Full Planning Permission**

Development Change of use from restaurant (A3 Restaurant) to takeaway (A5 Hot Food Takeaway), repositioning of extraction flue, removal of existing rear extensions, erection of rear extension for 1 No. flat.
Location 104 Ferring Street Ferring

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are received or resolved:-

Block Plan Amend

Please submit 1 electronic or 3 paper copies of a block/site plan 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. Please clearly highlight the proposed rear extension and show the position of rubbish and recycling bins for the proposed flat.

The application states a Design and Access Statement was submitted. The DAS was not received by this office. Please forward the DAS to this office.

Please provide existing and proposed side elevations for the restaurant and cafe.

Please confirm the amended description is satisfactory.

Local Validation Checklist

Please provide the Local Validation Requirements Checklist in order to comply with the local validation requirements. No further validation will take place until this is received.

Biodiversity Checklist

Please provide the Biodiversity Checklist so that so that the ecological impacts of proposed

can be assessed. Both the checklist and the guidance notes are available on the Council's website and further information can be found in the Local Validation Requirements. No further validation will take place until this is received.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by **14th February 2018**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

Yours sincerely

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther