



Mr David Brooks
55, Sea Lane Gardens
Ferring
BN12 5EG

Arun District Council
Arun Civic Centre
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Our Ref: FG/32/18/HH
Your Ref:

Please ask for:
Miss K Garner
01903 737500 x 37467

Dear Brooks

6th March 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 Reconstruction of existing front sunroom to current standards and to incorporate it with lounge/study by removing existing glazed screen/walls.
Location 55 Sea Lane Gardens Ferring

Thank you for your recent application which I received on 25th February 2018. It is being validated by Miss K Garner 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 - Amend

Please submit 1 electronic or 3 paper copies of an amended block/site plan at a scale of 1:500 or 1:200 to include the whole red edge site. Further details of what must be included on the plan can be found in the National Validation Requirements.

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 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