



Mrs L Willard
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Our Ref: FG/47/18/HH
Your Ref:

Please ask for:
Mrs J Grieves
01903 737500 x 37448

Dear Mrs Willard

3rd April 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 Single storey rear extension & ramp to front elevation
Location 7 St Malo Close Ferring

Thank you for your recent application which I received on 14th March 2018. It is being validated by Mrs J Grieves 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 :-

I have spoken with Planning Officer, Andrew Wood, regarding the ramp that is shown on the plans. We believe it should form part of the application and so I have added it to the description. Please could you forward revised block plans to show the position of the ramp and confirm your acceptance of the amended description.

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 **17th April 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