



Mrs L Pollard
Merrymeet
25 Ferring Lane
Ferring
West Sussex
BN12 6QT

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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Minicom: 01903 732765
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website: www.arun.gov.uk/planning

Our Ref: FG/50/18/HH
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

Dear Mrs Pollard

11th 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 Extend existing single storey extension
Location Merrymeet 25 Ferring Lane Ferring

Thank you for your recent application which I received on 21st March 2018. It is being validated by Miss C Burrows 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 :-

The fee deposited with your application is incorrect. I suggest it should be £206. This would attract an additional fee of £34. I would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted)

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 **25th 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