

Ms Loraine Jackson  
9 East Onslow Close  
Worthing  
BN12 5RR

Please ask for: Sian Eggington  
Email: [sian.eggington@terraquest.co.uk](mailto:sian.eggington@terraquest.co.uk)  
Telephone: 0121 2341390  
Our Ref: FG/68/20/HH  
Your Ref:  
Date: 18th June 2020

Dear Ms Jackson,

**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:** New balustrade balcony to existing flat roof extension  
**Location:** 9 East Onslow Close Ferring BN12 5RR

Thank you for your recent application which I received on 12th June 2020. It is being validated by Sian Eggington 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 :-

Retrospective: The application is retrospective however you have not provided a completion date. Please confirm and provide a date and with your permission we can amend the form for you.

Work Started: You have answered work started but provided a future date. Please confirm and if the date is incorrect please confirm the correct date and we can amend the form for you.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <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.

Where the information requested above relates to a local validation requirement, you may request that the requirement is waived. The information requested should be reasonable having regard to the nature and scale of the proposed development and about a matter which it is reasonable to think would be a material consideration in determining the application. If you do not feel this is the case, you can serve a notice on the Council, specifying which particulars or evidence you do not consider meet this test of reasonableness. You must state which items you disagree with and set out the reasons why you hold the view, please quote the application reference in your letter or email. The Council will then consider your case and respond. It should be noted that there is no right to challenge the national requirements as these requirements are contained in planning legislation.

Please provide the above by **2nd July 2020** 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 [www.arun.gov.uk/planning-privacy-statements](http://www.arun.gov.uk/planning-privacy-statements)

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.