



Mr P Alavoine
4 Ferring Marine
Ferring
West Sussex
BN12 5PP

Arun District Council
Arun Civic Centre
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Our Ref: FG/79/17/HH
Your Ref:

Please ask for:
Charlotte Bodin
01903 737711

Dear Mr Alavoine

15th June 2017

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 Retrospective application for rear extension and garage conversion
Location 4 Ferring Marine Ferring

Thank you for your recent application which I received on 22nd May 2017. It is being validated by Charlotte Bodin 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 :-

Form

Please amend your description to Retrospective application for rear extension and garage conversion.

Certificate & Agricultural Declaration on the Form

Please sign and date the relevant certificate and declaration on your application forms.

Block Plan

Please annotate the dimensions from the proposed extension to the site boundary.

Roof Plan

Please submit 1 electronic or 3 paper copies of existing and proposed roof plan. Please refer to the National Validation Requirements for further details.

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 **29th June 2017** 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

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

Neil Crowther
Group Head of Planning