

JJR Designs  
Suite 6a  
Church House  
94 Felpham Road  
Felpham  
PO22 7PG

Please ask for: Ms Iqraa Malik  
Email: [iqraa.malik@terraquest.co.uk](mailto:iqraa.malik@terraquest.co.uk)  
Telephone: 01212341390  
Our Ref: FP/175/20/HH  
Your Ref:  
Date: 23rd September 2020

Dear Mr Stefanski,

**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 side extension.  
Two-storey rear extension.  
Internal alterations  
**Location:** 23 Thirlmere Way Felpham PO22 8NQ

Thank you for your recent application which I received on 17th September 2020. It is being validated by Ms Iqraa Malik 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 :-

**Proposed Plans**

The window shown on the side of the ground floor plan is missing from the side elevation. Please amend.

**CIL Additional Information Form**

This application may be CIL liable, please complete and return the Form1 CIL Additional Information. The form and further information about CIL can be found on the website: [www.arun.gov.uk/cil](http://www.arun.gov.uk/cil)

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 **7th October 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.