



Miss Joanne Massey
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Our Ref: FP/197/19/PL
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Felce and Guy Partnership LLP

16th September 2019

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015
Application for Planning Permission

Development The proposal consists of a glazed corridor link between the Infant and Junior schools, an extension to the staffroom and internal alterations which combine the administration areas so the building functions as one school.

Location Bishop Tufnell C Of E Junior & Infant School Pennyfields Felpham

Thank you for your recent application which I received on 6th September 2019. It is being validated by Mrs D Johnson 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 :-

Location Plan Amend

Please provide two named roads.

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 **30th September 2019** 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