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Our Ref: FP/205/18/HH

Your Ref:

**Please ask for:
Mrs D Johnson
01903 737762**

Dear Mr Bell

17th September 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 New entrance & double height hallway to front elevation, first floor extension over existing single storey side extension, single storey rear extension with glazed doors to balcony, creation of first floor balcony, single storey rear extension & cladding to entire dwelling.

Location 28 Sea Drive Felpham

Thank you for your recent application which I received on 13th August 2018. 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 :-

Block Plan Amend

Please clearly highlight the proposed extensions and provide measurements from the proposed extensions to the site boundaries.

Please confirm the amended description is satisfactory.

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 **1st October 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