



Mr Brian Elstone
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Our Ref: FP/234/18/HH
Your Ref:

Please ask for:
Sian Eggington
0121 2341390

Dear Brian Elstone

26th October 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 Replace existing door with window in West Elevation.
Location 16 Roundle Square Felpham

Thank you for your recent application which I received on 23rd October 2018. 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 :-

Form

Please confirm in writing your acceptance of the amended description.

Replace existing door with window in west elevation and conversion of garage to dining room.

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 **9th November 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