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Our Ref: FP/268/17/PL
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

Dear Mr I Blumer

13th November 2017

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

Development Detached 9No. bedroom annexe for Beachcroft Hotel with 9No. car parking spaces.
Location Beachcroft Hotel Clyde Road Felpham

Thank you for your recent application which I received on 26th October 2017. It is being validated by Miss C Burrows 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 :-

No fee accompanied your application. I suggest that the required fee is £2310 and would be grateful if you would forward this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

Floor Plans

Please submit 1 electronic or 3 paper copies of clearly labelled proposed ground floor plans at a scale of 1:50 or 1:100. Further details can be found in the National Validation Requirements.

The plans submitted appear to be annotated with 'Do Not Scale', could you please amend this.

There appears to be a small window not indicated on the North elevation however, has been clearly shown on the 1st, 2nd and 3rd floor plan.

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 **27th November 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 flourish and a period.

Neil Crowther
Group Head of Planning