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Our Ref: FP/273/17/CLP
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

Dear Mr T Rogers

13th November 2017

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article 39

Application for Lawful Development Certificate for a Proposed Use or Development

Development Single storey rear extension
Location 19 Homefield Avenue Felpham

Thank you for your recent application which I received on 31st 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 £86 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)

Block Plan - revised

Please submit 1 electronic or 3 paper copies of a revised block/site plan at a scale of 1:500 or 1:200 with site dimensions clearly shown from the proposal to the site boundaries. Further details of what must be included on the plan can be found in the National Validation Requirements.

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