Arun District Council
Arun Civic Centre
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Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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website: www.arun.gov.uk/planning

JRR Designs
Suite 2b
Church House
94 Felpham Road
Felpham
PO22 7PG

Our Ref: BE/11/17/HH
Your Ref:

Please ask for:
Charlotte Spencer
01903 737711

2nd February 2017

Dear Mr Stefanski

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 Conversion of garage into a bedroom, single storey rear extension and first floor front extension over garage

Location 40 Bursledon Close Felpham

Thank you for your recent application which I received on 30th January 2017. It is being validated by Charlotte Spencer 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 £172 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)

Fee

The portal application submission stated that a fee of 172 will be submitted by cheque. Please confirm that this payment will be submitted within the timeframe provided, as the application will remain invalid until payment is received.

Roof Plan

Please submit 1 electronic or 3 paper copies of existing and proposed roof plan. Please refer to the National Validation Requirements for further details.

Block Plan

Please label the dimensions to demonstrate the distance from the proposal to the boundary lines

The pink areas on the block plan (namely the area to the side) is inconsistent with the other plans

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.

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Please provide the above by **16th February 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

Karl Roberts
Director Planning & Economic Regeneration