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Arun District Council
Arun Civic Centre
Maltravers Road
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West Sussex BN17 5LF
Planning General Enquiries
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: BE/11/17/HH

Your Ref:

**Please ask for:
Charlotte Spencer
01903 737711**

8th February 2017

Dear Mr Stefanski

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

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 the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are received or resolved:-

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.

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £172 and would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by **22nd February 2017**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Karl Roberts', with a long, sweeping underline.

Karl Roberts