



Arun District Council
Arun Civic Centre
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Planning General Enquiries
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Mr M Helyer
Helyer Davies Architects
1 The Old Four Mill
Queen Street
Emsworth
PO10 7BT

Our Ref: F/15/15/HH
Your Ref:

Please ask for:
Mrs J Grieves
01903 737711 x 37448

Dear Mr Helyer

25th September 2015

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 Single storey rear extension & new side porch
Location 7 Wicks Farm Cottages Ford Lane Ford

Thank you for your recent application which I received on 23rd September 2015. It is being validated by Mrs J Grieves 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)

Block Plan

Please submit 1 electronic or 3 paper copies of an amended block/site plan at a scale of 1:500 or 1:200 to show measurements to each boundary

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 October 2015** or your application will be returned to you 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