



Mrs J Hopes
The Bull Pen
Eastlands Lane
Cowfold
West Sussex
RH13 8AY

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

Our Ref: K/5/18/PL
Your Ref:

Please ask for:
Miss K Garner
01903 737500 x 37467

Dear Mrs Hopes

22nd February 2018

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

Development Variation of Conditions 3 & 4 following a grant of planning permission K/32/17/HH for extension, renovation & garage conversion relating to materials and windows.

Location The Poynings Middleway Kingston

Thank you for your recent application which I received on 14th February 2018. It is being validated by Miss K Garner 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 £234 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)

No Certificate

The certificate details on the application form were not completed. Please resubmit the application form with the correct certificate section completed, together with any Article 11 notice to be served on owners and tenants where this is appropriate. Please refer to the National Validation Requirements.

Location Plan

Please submit 1 electronic or 3 paper copies of a location plan at a scale of 1:1250 or 1:2500 for rural areas. Further details of what must be included on the plan can be found in the National Validation Requirements.

Please provide new floor plans and elevations to show the amendments

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 **8th March 2018** 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 period.

Neil Crowther
Group Head of Planning