



Mr A Dayman
17 Holly Drive
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West Sussex
BN17 6LB

Arun District Council
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Our Ref: LU/336/17/HH
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

Dear Mr Dayman

20th October 2017

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 Creation of first floor side extension above garage, creation of dormer in existing roof room, erection of porch & creation of utility within existing garage
Location 17 Holly Drive Littlehampton

Thank you for your recent application which I received on 13th 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 :-

Please could you amend the annotation on the submitted left hand and right hand side elevation to read either Existing or Proposed.

Please indicate clearly on the proposed 2nd floor plan where exactly the windows in the dormer are to be positioned

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 **3rd 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

Neil Crowther
Group Head of Planning