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Our Ref: LU/94/20/HH
Your Ref:

Please ask for:
Sian Eggington
0121 2341390

Dear Mr Pope

20th April 2020

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 Convert existing garage to play room and utility room and extend bedrooms above garage at first floor level.
Location 3 Solent Close Littlehampton

Thank you for your recent application which I received on 15th April 2020. It is being validated by Sian Eggington 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 :-

CIL Additional Information Form

This application may be CIL liable, please complete and return the Form1 CIL Additional Information. The form and further information about CIL can be found on the website: www.arun.gov.uk/cil

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 **4th May 2020** 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