



Dr C Ross  
46 Southdean Drive  
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West Sussex  
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**Our Ref: M/103/18/HH**

**Your Ref:**

**Please ask for:  
Mrs J Grieves  
01903 737500 x 37448**

Dear Dr Ross

24th September 2018

**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** The modification of an existing balcony with the addition of privacy walls.

**Location** 46 Southdean Drive Middleton

Thank you for your recent application which I received on 16th August 2018. 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 :-

The location, block & existing plans do not scales as they have been submitted on the wrong sized paper. The drawing states they are A3 drawings but they are in fact A4. Please forward amended plans accordingly

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 October 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

Neil Crowther  
Group Head of Planning