



Sloane and Brown Ltd
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Our Ref: M/104/17/HH
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

Dear Mr P Brown

9th 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 Alterations & enlargement of existing ancillary residential outbuilding including new single storey extension
Location 41 Sea Way Middleton on Sea

Thank you for your recent application which I received on 3rd 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 :-

Block Plan - revised

Please submit 1 electronic or 3 paper copies of a revised block/site plan at a scale of 1:500 or 1:200 with the site dimensions clearly indicated from the proposals to the site boundaries. Further details of what must be included on the plan can be found in the National Validation Requirements.

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 **23rd October 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