



Mr C R Fish
Cenarth
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Our Ref: M/114/17/HH
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Fish

14th November 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 Single storey rear extension, single storey front/side infill extension & removal of entrance porch at front.

Location 98 Elmer Road Middleton on Sea

Thank you for your recent application which I received on 3rd November 2017. It is being validated by Mrs D Johnson 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 Amend

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

Two sets of existing elevations have been provided. Please relabel the appropriate elevations as proposed and label all elevations as front, back or side.

The existing ground floor plan and elevation do not accord. Please amend accordingly.

The proposed front ground/first floor plan and front elevation do not accord. Please amend accordingly.

Please confirm if you wish for the proposed cladding at first floor level should be included in the application description. Also please confirm that the amended description is satisfactory

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 **28th 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

A handwritten signature in black ink, appearing to be 'NC', followed by a period.

Neil Crowther
Group Head of Planning