

Richard Stefanski
Suite 6a
Church House
94 Felpham Road
Felpham
PO22 7PG

Please ask for: Zac Denton
Email: Zac.Denton@arun.gov.uk
Telephone: 01903 737500 x37447
Our Ref: M/2/21/HH
Your Ref:
Date: 22nd January 2021

Dear Stefanski,

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: Two storey front extension, first floor side extension, single storey side extension, two storey side extension, conversion of roofspace to habitable use with rear dormer and installation of 4 x balconies.

Location: 45 Southdean Close Middleton-On-Sea PO22 7TH

Thank you for your recent application which I received on 15th January 2021. It is being validated by Zac Denton 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 :-

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <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 February 2021** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website www.arun.gov.uk/planning-privacy-statements

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to <https://www.arun.gov.uk/planning> and click into Local Planning Application Finder.