

Mrs Lauren Willard
39 Willowhayne Avenue
East Preston
BN16 1PL

Please ask for: Ms Iqraa Malik
Email: iqraa.malik@terraquest.co.uk
Telephone: 01212341390
Our Ref: PO/6/21/HH
Your Ref:
Date: 3rd June 2021

Dear Mrs Willard,

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: Construction of conservatory to west elevation.
Location: The Old Vicarage Coach House Poling Street Poling BN18 9PT

Thank you for your recent application which I received on 1st June 2021. It is being validated by Ms Iqraa Malik who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid application until the following item(s) have been received or resolved :-

Design and Access Statement

This application requires a Design and Access Statement please submit 1 electronic or 3 paper copies. Please refer to the Validation Requirements List for further information on what needs to be included in this statement.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <https://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 **17th June 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.