



Mr & Mrs Kevin & Jemma Wheeler
9 Kings Drive
Pagham
PO21 4PY

Arun District Council
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Our Ref: P/100/19/HH
Your Ref:

Please ask for:
Charlotte Bodin
0121 2341390

Dear Mr & Mrs Kevin & Jemma Wheeler

17th October 2019

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 side extension and conversion of roofspace to habitable use to include a side dormer and conversion of roof from hip to gable end, and alterations to front bay windows

Location 9 Kings Drive Pagham

Thank you for your recent application which I received on 10th October 2019. It is being validated by Charlotte Bodin 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

You are required to annotate the dimensions from all part of the the proposed extension to the site boundaries.

Elevations

The width of one of the windows does not match between the proposed ground floor plan and north facing elevation. Please review and amend 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 **31st October 2019** 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