



Mrs L Mew
Leah Mew Architecture
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Our Ref: R/111/18/HH
Your Ref:

Please ask for:
Mrs J Grieves
01903 737500 x 37448

Dear Mr Mew

8th June 2018

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 Demolition of existing conservatory and replace with single storey rear extension & single storey side extension for storage.
Location 66 Sea Lane Rustington

Thank you for your recent application which I received on 15th May 2018. It is being validated by Mrs J Grieves 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 :-

Location Plan

Please submit 1 electronic or 3 paper copies of an amended location plan at a scale of 1:1250 or 1:2500 showing 2 named roads

Block Plan

Please submit 1 electronic or 3 paper copies of an amended block/site plan at a scale of 1:500 or 1:200 to show the proposed works highlighted and the measurements to the 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 **22nd June 2018** 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 flourish and a period.

Neil Crowther
Group Head of Planning