

Fresh Architects
Goring-By-Sea
Worthing
BN12 4BD

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: R/68/22/NMA
Your Ref:
Date: 31st March 2022

Dear Miss Sevillano,

**Section 96A of the Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) - Article 10**

Application for a Non-Material Amendment Following a Grant of Planning Permission

Development: Non-material amendment following grant of R/258/21/HH for the addition of a window to the rear of the extension.
Location: Mallondene 47 Mallon Dene Rustington BN16 2JP

Thank you for your recent application which I received on 25th March 2022. It is being validated by Nicola Moore 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 :-

No fee accompanied your application. I suggest that the required fee is £34.00 and would be grateful if you would either make payment on line at

<https://www1.arun.gov.uk/external/PaymentOnline.ofml>

or forward a cheque made payable to Arun District Council as soon as possible. Please note we cannot accept cash.

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.

If providing additional documents or information, please email it directly to us at: planning.responses@arun.gov.uk with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **14th April 2022** 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 extend the time scale.

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 <https://www.arun.gov.uk/privacy-policy/>

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://www1.arun.gov.uk/planning-application-finder>