

Dr Clare Matthews
Little Box Cottage The Green
Walberton
Arundel
BN18 0AT

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: WA/13/22/NMA
Your Ref:
Date: 8th February 2022

Dear Dr Matthews,

**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 WA/65/20/PL for the addition of opaque glass window 450mm x 450mm at 1100mm from the floor on east aspect of first floor of oak framed barn building and the addition of a standard external door on both east and west aspects of the same barn.

Location: Little Box Cottage Walberton Green Walberton BN18 0AT

Thank you for your recent application which I received on 4th February 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 :-

The fee deposited with your application is incorrect. I suggest it should be £234.00. This would attract an additional fee of £200.00. I 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 for this amount to me as soon as possible. Please note we cannot accept cash.

The plans referred to in the application form have not yet been received. Please submit in PDF format.

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 **22nd February 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>