



Roger Harden Design Consultants
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**Our Ref: WA/57/12/
Your Ref:**

**Please ask for:
Mrs S Honney-Bayes
extn. 37445**

Dear Mr Harden

2nd October 2012

**Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2010 (as amended)**

Application for Planning Permission for Works or Extension to a Dwelling

Development Single storey side (south west) extension

Location Folie House Wandleys Lane Fontwell

Thank you for your recent application which I received on 25th September 2012. It is being dealt with by Mrs S Honney-Bayes who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

- ✓ Please submit 1 electronic or 3 paper copies of a revised block/site plan showing the proposed works clearly highlighted, in accordance with the guidance notes available on our website detailed below (click on National List).
- ✓ Please confirm whether the proposed extension will require any new drainage works. If so, will you be connecting to the mains sewer.

Please provide the above by **16th October 2012**. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

For further guidance or to obtain the documents as required above please refer to our website: <http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

If this letter has crossed with you providing the information, please ignore it.