

Mr Oliver Mayhew
Carpenters Cottage
Hoe Lane
Flansham
PO22 8NW

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: Y/122/20/NMA
Your Ref:
Date: 28th October 2020

Dear Mr Mayhew,

**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: The key areas for change are to reduce the structure in size by approximately 2 sq.m, build the structure using a highly insulated timber frame construction rather than brick and block and replace the large single roof lantern with two, much smaller panorooof low level skylights.

Location: Carpenters Cottage Hoe Lane Flansham PO22 8NW

Thank you for your recent application which I received on 23rd October 2020. 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 formal application until the following item(s) have been received or resolved :-

We are unable to accept the Revised Extension Sketch in the current format. Please re submit as a PDF at a scale of 1:50 or 1:100

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <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 **11th November 2020** 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 discuss the matter.

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 www.arun.gov.uk/planning-privacy-statements

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.