



Mr N Dockerill
Hale Hill Farm
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Arun District Council
Arun Civic Centre
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website: www.arun.gov.uk/planning

Our Ref: AB/114/18/CLP
Your Ref:

Please ask for:
Mrs J Grieves
01903 737500 x 37448

Dear Mr Dockerill

22nd October 2018

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article 39

Application for Lawful Development Certificate for a Proposed Use or Development

Development Application for a Lawful Development Certificate for a Proposed use - replacement windows

Location 31 Tarrant Street (1st & 2nd Floor Flat) Arundel

Thank you for your recent application which I received on 10th October 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 :-

Please provide details of the replacement windows eg manufacturers details/photos

Part 7 of the application form has not been fully completed. Please complete and return

The application relates to 2 properties, therefore, a fee of £203.50 is required (half of 407) £103.00 has already been received and therefore a further fee of £100.50 is required.

Where the information requested above relates to a local validation requirement, you may request that the requirement is waived. The information requested should be reasonable having regard to the nature and scale of the proposed development and about a matter which it is reasonable to think would be a material consideration in determining the application. If you do not feel this is the case, you can serve a notice on the Council, specifying which particulars or evidence you do not consider meet this test of reasonableness. You must state which items you disagree with and set out the reasons why you hold the view, please quote the application reference in your letter or email. The Council will then consider your case and respond. It should be noted that there is no right to challenge the national requirements as these requirements are contained in planning legislation.

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 **5th November 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 period.

Neil Crowther
Group Head of Planning