



Mr D Payten
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e-mail: nicola.spencer@arun.gov.uk

2 December 2013

Please ask for:

Nicola Spencer

Ext 37446

Your Ref:

Our Ref:AB/120/13/

Dear Mr Payten

New householder application forms and validation lists and response to queries on the processing of AB/120/13/

Thank you for returning the old householder application forms. I believe further sets were posted out to you last week but please disregard them as the packs were updated with effect from 1 December 2013. The 12 sets enclosed with this letter are the most recent versions.

Miss Garner has passed your letter of 27 November to me for response. I reply as follows:

1. Miss Garner did not request that the block plan be highlighted in red, Arun District Council asks for them to be indicated on the plan (hatched, highlighted or as from 1 December clear written dimensions.) We do not request that the boundaries on the block plan are in red. I enclose a copy of her request which asked for them to be clearly highlighted.
2. The dimensions from boundaries are within the national validation requirements list. However from 1 December we have relaxed the requirement and stated that if it is more practical the dimensions can be shown on other plans but that they must be included within the application drawings. We do not require them for porches, dormer windows/roof light proposals. I have highlighted the relevant section on the Householder Requirements lists and in the more general National Validation Requirements list which I have also enclosed.
3. Legislation allows us to request one application plus three copies. We only request three sets, one for the file, one for the Parish Council copy and one for scanning purposes. Should you ever choose to work electronically then you can submit online via the planning portal and there is no requirement to provide copies. I cannot comment on what other Council's request as we all work differently.



Our procedure for dealing with processing applications is to write to customers so that it is clear to them what is missing. We do telephone when there is a very minor query but we do need to have a very clear audit trail of what we have asked for and when, hence why we write. The speedier option is to communicate by email, but as you have made very clear, this is not an option you are choosing to use. You must appreciate we have a large number of agents and members of the public who we deal with and it is not possible to provide a bespoke service for one particular agent. The letter you receive when an application is incomplete is largely a standard letter and hence does include the reference to the website and will continue to do so.

I have placed a copy of your letter and this response on the website for all to see as you have requested.

Whilst writing Mr Antoniou has requested that as you are communicating with us by letter, that you amend your letterhead to show the correct postal address as this will avoid any possible confusion as to where correspondence should be sent.

I trust this has clarified matters

Yours sincerely



Nicola Spencer



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Planning & Building Control General Enquiries
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

**Our Ref: AB/120/13/
Your Ref:**

**Please ask for:
Miss K Garner
01903 737711 x 37467**

Dear Sir/Madam

22nd November 2013

**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 Two storey extension to form bedrooms and garage
Location 3C Fitzalan Road Arundel

Thank you for your recent application which I received on 11th November 2013. It is being validated by Miss K Garner 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 :-

Block Plan

Please submit 1 electronic or 3 paper copies of an amended block/site plan at a scale of 1:500 or 1:200 to include the proposed extensions clearly highlighted and measurements (in metric) included from the proposed extensions to the boundaries. Further details of what must be included on the plan can be found in the National Validation Requirements.

The application forms submitted are out of date. Please submit 3 copies, or 1 electronic copy of a current householder form which can be found on our website at www.arun.gov.uk/planning under printable forms.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>. 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 **6th December 2013** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the development. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours faithfully

A handwritten signature in black ink, appearing to read 'KAR' with a stylized flourish underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration

HOUSEHOLDER DEVELOPMENT PROPOSALS REQUIRING PLANNING PERMISSION ONLY

Introduction

In order to ensure the efficient validation and processing of householder planning applications it is necessary that the correct information is submitted. The purpose of the Householder Validation List is to make clear to Applicants what information is required to meet National requirements and what information is required to meet Local requirements as set out below.

Boxes must be ticked to indicate information being provided

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings **MUST** include the following information:

- The scale of the drawing must be a metric scale (e.g. 1:100, 1:200).
- Indicate the direction of North on location plan

3 copies of all documentation relating to the application should be submitted **EXCEPT** if the application is submitted electronically when a single copy is sufficient.

NATIONAL REQUIREMENTS

Documents that must be included with your application:

ITEM	YES	NO
Correct Fee		
Application Form, signed (unless submitted electronically) and dated		
Ownership Certificate: (see A-D below)		
A (included in Application Form: the applicant owns the land) OR		
B the applicant does not own the land but has served certificate of notice on owner) OR		
C the applicant does not own the land, is unable to issue certificate but has notified owners) OR		
D the applicant does not own the land, is unable to issue certificate and is trying to ascertain the names and details of the owner)		

1 December 2013

Location Plan 1:1250 in urban area 1:2500 if necessary in rural areas (Plans should show two named roads and surrounding buildings. The application site must be edged with a red line including all land necessary for the development. A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site)		
Block Plan scale 1:500 or 1:200 and should show a) the direction of North; b) the proposed development in relation to the site boundaries and other existing buildings on the site with any new buildings/work to be clearly indicated on the plan (hatched, highlighted or clear written dimensions). Written dimensions to boundaries are to be included to assist with the understanding of development and its relationship to neighbouring properties. If it is more practical such dimensions can be indicated on other plans but must be provided within the application drawings. Dimensions are not required for front porches, dormer windows/roof light proposals. c) all the buildings, one named road and footpaths on land adjoining the site including access arrangements; d) all public rights of way crossing or adjoining the site; e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development; f) the extent and type of any hard surfacing and provision of drainage g) boundary treatment including walls or fencing where this is proposed		
Existing & Proposed Elevations scale 1:50 or 1:100 Existing elevations must be provided. Proposed works should be clearly shown in relation to what is already there. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings		
Existing & Proposed Floor Plans scale 1:50 or 1:100 Existing floor plans must be provided. Proposed works should be shown in relation to what is already there. Where necessary details of existing walls or buildings to be demolished should be indicated. Where a proposal adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings.		
Existing & Proposed Sections & Finished Floor levels 1:50 or 1:100 Cross sections are to be provided where there is a change in ground levels. Drawings should include details of existing and finished levels and where applicable the relationship with neighbouring development.		
Existing & Proposed roof plan 1:50 or 1:100		

LOCAL REQUIREMENT

You need to check whether you require this. If you need it and fail to provide it your application will be invalid and cannot be processed:

Flood Risk Assessment (FRA)		
Is your property located in Flood Zone 2 or 3? The Environment Agency has produced a map called Flood risk map for rivers and sea to identify the flood zones. This can be found at this link http://www.environment-agency.gov.uk/research/planning/93498.aspx		

If you are located in Flood Zone 2 or 3 you will need to provide a Flood Risk Assessment and further information on what is required can be found on the useful table in the link below http://www.environment-agency.gov.uk/research/planning/93498.aspx		
Lidsey Foul Water Treatment Catchment Area Does the development fall within the Lidsey Foul Water Treatment Catchment Area? Check by clicking on this link http://www.arun.gov.uk/documentHandler.cfm?dId=20889&pflag=docm93jijm4n20889 If the development is in the Lidsey Foul Water Treatment Catchment Area, please confirm in writing whether or not you are connecting to mains drainage. If you are not connecting to the mains, you will need to provide a full environmental assessment in accordance with Circular 03/99 as agreed at Full Council on 11 January 2012. All applications or development proposals involving non mains foul water drainage will be held invalid unless they are accompanied by a full environmental assessment.		

Other items to consider when making your application (failure to provide this information will not make your application invalid but it is likely that the Council will not have enough information to determine your application, which may mean your application would have to be withdrawn or refused):

Will your proposal involve building, excavation, movement of vehicles or storage of materials within 5 metres of the crown spread of any tree? If yes, please provide a plan (Scale 1:200), accurately showing the position of the tree(s) in relation to the proposed works and an assessment of the implications for the work on the tree(s).		
Is your proposal for a wind turbine(s) and/or solar panel(s)? If yes, please provide the manufacturer's specification (including noise levels measured in decibels for wind turbines).		
Does the proposal involve the formation of a new vehicular access? If yes, please provide a plan (Scale 1:100 or 1:200) showing the dimensions and the position of the new access and a plan (Scale 1:100 or 1:200) showing the dimensions and the visibility splays of the new access.		
Does the proposal involve the provision of new car parking? If yes, please provide a plan (Scale 1:200) of the parking layout, including the number of spaces.		



NATIONAL VALIDATION REQUIREMENTS LIST

Advice for officers, applicants and agents

1 December 2013

INTRODUCTION

The following validation checklist relates to planning applications and provides details of the mandatory national information specified in the Town and Country (Development Management Procedure) England Order 2010 (DMPO). The requirements in this document are obligatory and must be met if an application is to be accepted as valid

In addition to the requirements contained in this document, Arun District Council also has local validation requirements which are contained in the Local Validation Requirements List. However, depending on the nature of the proposal and its location, the local information may not always be necessary. Where it is deemed necessary, it will carry the same weight as the national requirements. This means that if an application is submitted without the required information the Council will not be able to accept the application as valid. It is essential therefore that both the National and Local Validation Requirement Lists are referred to before formally submitting an application, and that the list of requirements is carefully scrutinised to ascertain its applicability to a particular development proposal. Pre-application advice applications, particularly in respect of major development proposals are strongly encouraged to assist in this process. Please note there is a separate Householder Validation List for Householder applications which combines both the National and Local Requirements in one document

Should it be established following validation of the planning application that information should have been submitted prior to its validation, a request for further information and/or clarification may result in the application being regarded as invalid and the eight/thirteen week timescale for determination reverting back to the date on which any revised information/clarification as deemed necessary within the checklists is submitted. In some circumstances, a new application will be required.

If you have any queries on the validation requirements please contact the Technical Support Unit on 01903 737711

NATIONAL VALIDATION REQUIREMENTS

1. COMPLETED FORM
2. OWNERSHIP CERTIFICATES AND AGRICULTURAL LAND DECLARATION
3. DESIGN AND ACCESS STATEMENT
4. APPROPRIATE FEE
5. LOCATION PLAN
6. SITE/BLOCK PLAN
7. EXISTING & PROPOSED ELEVATION PLANS
8. EXISTING & PROPOSED FLOOR PLANS
9. EXISTING & PROPOSED SECTIONS AND FINISHED FLOOR/SITE LEVELS
10. EXISTING AND PROPOSED ROOF PLANS
11. ENVIRONMENTAL IMPACT STATEMENT
12. OUTLINE PLANNING APPLICATIONS REQUIREMENTS
13. CERTIFICATE OF LAWFULNESS APPLICATIONS

1. COMPLETED FORM

This is required to be completed in its entirety. Please provide 3 copies of the form and accompanying documentation unless you are submitting electronically via the planning portal.

2. OWNERSHIP CERTIFICATES AND AGRICULTURAL LAND DECLARATION

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 12 of the DMPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission **must** include the appropriate certificate of ownership. An ownership certificate A, B, C or D **must** be completed stating the ownership of the property. Where the site includes an agricultural holding, all agricultural tenants must be notified prior to the submission of the application and their details must be included on the relevant certificate

It should be noted that in the event of any part of a new development including guttering, foundations or opening windows overhanging or crossing onto a neighbouring boundary, ownership certificate A should not be issued. Notice should be served on the owner and an alternative certificate completed.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

Notice(s)

A notice to owners of the application site **must** be completed and served in accordance with Article 11 of the DMPO. There are three versions of this notice, the Householder Article 11 Notice , Minor Commercial Article 11 Notice , Full Planning Article 11 Notice

3. DESIGN AND ACCESS STATEMENT

A design and access statement is required for an application for **planning permission** for

- major development¹
- where any part of a proposed development is in a designated area² consisting of one or more dwelling houses³ or a building/s where the floor space created by the development is 100 square metres or more.

¹'major development' means development involving any one or more of the following

- the winning or working of minerals or the use of the land for mineral-working deposits
- waste development
- the provision of dwelling houses where the number of dwelling houses to be provided is 10 or more or the development is to be carried out on a site having an area of 0.5 hectares or more and where it is not known whether the number of proposed dwelling houses is 10 or more

5. LOCATION PLAN

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 for an urban area or 1:2500 for a rural area.

In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. If the location is in a highly rural area it may not be possible to include two named roads on a plan of this scale in which case please ring to discuss an alternative solution. The properties shown should be numbered or named to ensure that the exact location of the application site is clear and must include a north point.

The application site must be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. It is not acceptable to edge a plan in blue, pink or black. Only red edged plans will be accepted.

A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.

We are also able to accept location plans produced via the Planning Portal.

6. BLOCK/SITE PLAN

All applications must have a Block Plan at scale 1:500 or 1:200 and it should show

- a) the direction of North;
- b) the proposed development in relation to the site boundaries and other existing buildings on the site with any new buildings/work to be clearly indicated on the plan (hatched, highlighted or clear written dimensions). Written dimensions to boundaries are to be included to assist with the understanding of development and its relationship to neighbouring properties. If it is more practical such dimensions can be indicated on other plans but must be provided within the application drawings. Dimensions are not required for front porches, dormer windows/roof light proposals.
- c) all the buildings, one named road and footpaths on land adjoining the site including access arrangements;
- d) all public rights of way crossing or adjoining the site;
- e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- f) the extent and type of any hard surfacing and provision of drainage
- g) boundary treatment including walls or fencing where this is proposed

Where all the information required by both a block plan and site plan can be provided on one drawing, and where the scale is no greater than 1:200, we will be willing to accept a combined site and block plan, however, it must be titled as such.

- the provision of a building or buildings where the floor space to be created by the development is 1,000square metres or more or
 - development carried out on a site having an area of 1 hectare or more.
- ²'designated area' is a Conservation Area or a World heritage Site
- ³'dwelling house' does not include a building containing one or more flats, or a flat contained within such a building

This **does not** apply to applications for **planning permission**

- to develop land without compliance with conditions previously attached, made pursuant to section 73 of the Town & Country Planning Act 1990(a)
- to replace an extant planning permission in order to extend the time limit for implementation
- for approval of reserved matters following outline approval
- for engineering or mining operations
- for a material change in use of the land or buildings or
- waste development.

A design and access statement shall

- explain the design principles and concepts that have been applied to the development
- demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account
- explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account
- state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation and
- explain how any specific issues which might affect access to the development have been addressed.

4. APPROPRIATE FEE

The fee for planning submissions is variable dependent on planning type.

The Planning Portal has produced a fee calculator to enable applicants to calculate the fee required to accompany any planning application.

<http://www.planningportal.gov.uk/pins/FeeCalculatorStandalone>

It should be noted that fee requirements and levels are decided by Government and Arun District Council has to abide by National requirements.

Some categories of application are exempt from a fee.

Concessions may be available for development entirely connected with proposals for disabled access to public buildings or for development needed **solely** for a disabled person. You are advised to check with the Technical Support Unit if you believe your application may benefit from an exemption.

7. EXISTING & PROPOSED ELEVATION PLANS

These should be drawn to a scale of 1:50 or 1:100 and should be clearly labelled existing and proposed. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors.

Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two.

Where there are no external alterations for example for an application for change of use, it is possible to submit one set of plans but they must not have text or annotations superimposed over the top so that they are unclear for a member of the public to read. They must be clearly labelled existing and proposed.

8. EXISTING & PROPOSED FLOOR PLANS

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail.

Where necessary details of existing walls or buildings to be demolished should be indicated. Where a proposal adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings.

Where there is no alteration to the floor plans, for example in the case of a change of use, it is possible to submit one set of plans but they must not have text or annotations superimposed over the top so that they are unclear for a member of the public to read. They must be clearly labelled existing and proposed.

9. EXISTING & PROPOSED SECTIONS AND FINISHED FLOOR/SITE LEVELS

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s) or advertisements. In all cases where a proposal involves a change in ground levels. Drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

10. EXISTING & PROPOSED ROOF PLAN

A roof plan for dormer extensions/roof alterations is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

11. ENVIRONMENTAL STATEMENTS

An Environmental Statement is needed for certain types of development, these are usually but not always major developments. Information can be found in the Town and Country Planning (Environmental Impact Assessment) Regulations 2011. You can seek a formal opinion (a screening opinion) from the Local Planning Authority as to whether an Environmental Impact Statement is needed before you submit your planning application. If a statement is needed you can also ask the Authority to advise upon what it should contain (a scoping opinion).

12. OUTLINE APPLICATION REQUIREMENTS

Applications for outline planning permission generally need not give details of any proposed reserved matters (Article 6 (3) of the DMPO). However, where an outline application is being made and access is a reserved matter, the application for outline permission shall state the area or areas where access points to the proposed development will be situated.

If a local planning authority receives an application for outline planning permission, but decides that the application ought not to be considered separately from all or any of the reserved matters, it must notify the applicant within one month from the receipt of the application that further details must be submitted. The local planning authority should also specify what further details are needed (see Article 4 (2) of the DMPO). This situation should not be confused with applications where inadequate information is submitted

13. CERTIFICATE OF LAWFULNESS APPLICATIONS

If you want to be certain that the existing use of a building is lawful for planning purposes or that your proposal does not require planning permission you can get a certificate called a "Lawful Development Certificate" (LDC).

It is not compulsory to have an LDC but there may be times when you need one to confirm that the use, operation or activity named in it is lawful for planning control purposes.

The issues involved in LDCs are complex and if you decide you need to apply for a certificate you might benefit by obtaining professional advice. The onus is on applicants to prove lawfulness on a balance of probabilities and it is therefore vital that we receive all the information necessary to arrive at a decision on your application.



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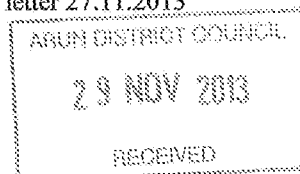
PO Box 160
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Tel/Fax [REDACTED]

architecture design planning surveying & management consultants computer aided design

27th November 2013

Miss K. Garner
Arun District Council
Planning Department
Civic Centre
Maltravers Road
Littlehampton
West Sussex

2nd letter 27.11.2013



AB/120/13 - JMS.

Dear Ms Garner

Ref: *Extension to form and enlarged Garage to the ground floor and two opening to the walls to the Kitchen / Lounge with 2 additional Bedrooms over to the first floor with a 1050mm extension forward of the front of the Dwelling (as discussed with you utilising the original scheme as approved by the ADC) at 3c Fitzalan Road ARUNDEL West Sussex- AB/120/13*

With reference to the above and my previous letter of the same date would you please explain the following to me:

1. Why does the ADC under Planning applications need the new works of an extension to a dwelling to be highlighted in red or coloured whereas all other Councils in the South East of England whom I make applications to accept the new works to be identified by means of shading (as all my drawings to you have always shown) to the walls - floor plans and elevations without the need to colour these in ? Also wherein the validation lists does it describe the block plans to shown the boundaries marked in RED LINE ?
2. Your validation list appears to only apply to the ADC whereas I have submitted planning applications to East Hampshire District Council - Worthing Borough Council - Havant Borough Council and Portsmouth City Council over the past few months without the need to submit or comply with your validation list especially showing the distance (dimension) from a new extension or wall to the boundary - where is this shown in your validation listings ?
3. Why do you require three copies of all documents to be submitted when other Councils as above only require two copies of these ?

Your written reply is awaited NOT A TELEPHONE CALL THIS TIME and for the fourth time and for your records once MORE - I HAVE NO CONNECTION to the INTERNET at this time so why to you keep suggesting that I connect to same in letters to me ?

If you wish not to reply to the above in detail please write to me stating that NO RESPONSE will be written and then this will give me the opportunity to refer this to the LA Ombudsman.

This letter is to be added to the above application for all to see.

Continued:

27th November 2013

Page 2

Miss K Garner

Arun District Council

Planning Department

2nd letter 27.11.2013

Yours sincerely,

David A Payten MRICS
Architectural Building Surveyor

NOTE:

Please reply to:

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28th November 2013

Miss K Garner
Arun District Council
Planning Department
Civic Centre
Maltravers Road
Littlehampton
West Sussex

Dear Ms Garner

Ref: *TCPA Householder application forms and Validation lists*

With reference to the above and my telephone conversation with your Mrs Coney this week I have withdrawn all the TCPA Householder application forms from my file amounting to some 24 sets of these application forms and validation lists to which end if that you say is correct these forms are now OUT of DATE and are returned herewith to you at the CDC - these having been sent to me over the past three months when I have requested them from your Authority.

Would you please provide me with a least 12 full and complete sets (HARD COPIES) of the new application forms and Validation lists by return of post.

Thank you.

Yours sincerely

David A Payten MRICS
Architectural Building Surveyor

NOTE:
Please reply to:

DCS Architectural
3 Caedwalla Drive
Tangmere
Chichester
West Sussex PO20 2HJ

