



Mr D Payten
DCS Architectural
3 Caedwalla Drive
Tangmere
Chichester
PO20 2HJ

Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

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e-mail: nicola.spencer@arun.gov.uk

13 March 2014

Please ask for:

Nicola Spencer

Ext 37446

Your Ref:

Our Ref: AB/12/14/

Dear Mr Payten

Re: Validation of applications AB/12/14 and AB /120/13/

Thank you for both your letters of 17 February. Mrs Grieves has passed them to me for response. Thank you for the information that you provided. Obviously the application has now been validated but I will respond the points you have raised.

In reply to the first letter, Mrs Grieves did not recall the number of the previous application when she had the conversation with you on the phone, however she was aware of a previous application and has referred to it in the description of AB/120/13. It was merely the case that when you referred to the previous application in your telephone conversation she did not have the reference number readily to hand.

You are correct the flood risk was not requested in the previous application, it should have been. This has been a requirement for a number of years.

With regard to distance to boundaries, the validation criteria does say that distances to boundaries should be included on the block plan or if not possible somewhere in the drawings. The validation list is very clear on this point and I do not know how I can make this any clearer. When AB/120/13 was checked, the decision was taken to accept the plan without all of the dimensions as some had been indicated. However, I have since written to you and explained this requirement and I am not prepared to make further exceptions. I have enclosed a copy of my letter of 2 December which dealt with this point. (You have provided this information)

With regard to the colouring up of plans, the only plan that must have red is the location plan. As requested in your second letter, I cannot show you where it says that other plans are required to be colour as the National Validation List does not say this and indeed we have not asked for this. The only requirement for the block plan is to hatch, highlight or identify using clear dimensions the proposed works. Some agents do use colour to highlight the location of the proposed works on the block plan and this does make it very

Nigel Lynn Chief Executive
Nigel Croad Resources Director and Deputy Chief Executive

Environmental Health
Littlehampton and Bognor Regis
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clear but we do not ask for this. The purpose is to clearly identify on a plan at 1:500 scale where the proposed works are in relation to the existing property/site. On the block plan you have submitted and which on this occasion I have accepted, you did not indicate all the proposed works. The only works that appear to be being carried out if you look at the block plan is work to the front of the property which you have indicated in red. There is no indication of the works to the first floor at the side of the property. I assume you did not show this as you had included the ground floor layout on the block plan. It would be clearer if you did not include the internal floor plan on the block plan. In fact the roof plan you submitted gives a better indication of the scope of the works as it gives a clearer indication of where the works are being carried out along the side and to the front of the property. A correct block plan would have shown the area of the extension to the first floor and the extension to the front highlighted in some way ie 'hatched, highlighted or clear written dimensions'. Again, in the interests of progressing the application, on this occasion, I have taken the decision to accept this plan as you have clearly indicated the proposed works on the floor plans by hatching and indicating them in red. The validation criteria does not require the proposed floor plans to be edged in red but the fact you have done so has made it clearer especially in the light of the fact that all the works are not indicated on the block plan. In future however, I will require you to submit a block plan indicating all of the proposed works and now this has been clearly explained there will be no further compromise.

It is clear to me from the numerous letters that have been exchanged, that you are unclear on some aspects of our validation criteria. I would be more than happy to meet with you to clarify any issues you may have so that your applications can be processed on receipt as opposed to having to be put on hold while further information is sought. Please let me know if you would like to arrange an appointment.

Yours sincerely

Nicola Spencer
Technical Support Unit Manager

Mr D Payten
DCS Architectural Design Service
3 Caedwalla Drive
Tangmere
Chichester
PO20 2HJ

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Civic Centre
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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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17th February 2014

Mrs J Grieves
Arun District Council
Planning Department
Civic Centre
Maltravers Road
Littlehampton
West Sussex

Dear Mrs Grieves

Ref: Extension to form and enlarged Garage to the ground floor with two openings to the walls of the existing Kitchen / Lounge with 2 additional Bedrooms over to the first floor (as discussed with you utilising the original scheme as approved by the ADC) at 3c Fitzalan Road ARUNDEL West Sussex

With reference to the above please find enclosed an amended and updated copy of the site block plan with the dimensions to the boundaries at the side and front marked thereon as per your letter dated the 13th February 2014.

Additionally I enclose a completed copy of the Environmental Agency Householder and other minor extensions application form duly completed.

This is I understand this is the two times outstanding in order that this application may be validated.

I wish to also draw your attention to the application letter dated the 27th January 2014 wherein it states the application number and refusal number which you stated to me you were not aware of albeit it is clearly identified in that letter - could you not identify this on the application letter?

Lastly I seek a reply to the point raised with you whereby the application reference no. AB/120/13 dated the 21st January 2014 was NOT SUBJECT to the EA forms for work within a flood plane area as our Mrs Gardner did not request this when she validated that application last year - only three months ago - has the legislation changed since the date of the original application - is so when? Furthermore Mrs Gardner under that application did not ask for the measured distance from the front of the garage extension to the front boundary - what has changed and where does it state in your planning guidelines that this dimension is required - please identify same for me for future applications?

Finally - please advise me as to why application drawings need to be coloured up to identify what is existing and what is new work when all my drawings identify this by means of cross hatched pattern settings?

I seek a reply in detail to Paragraphs three four and five please.

Upon receipt of this application if there are any matters that require your further attention in order to validate and register this application would you please telephone NOT WRITE to the undersigned in order that these may be clarified.

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Dated 17th February 2014

Mrs J Grieves

17/02/2014
[REDACTED]
David H. Taylor
Architectural Building Surveyor

NOTE:

Please reply to:

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

This reply is being hand delivered to your offices as of 09.00am on Monday the 17th February 2014

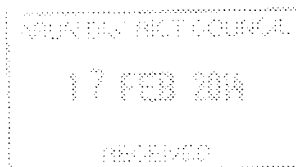


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17th February 2014 (second letter same date)

Mrs J Grieves
Arun District Council
Planning Department
Civic Centre
Maltravers Road
Littlehampton
West Sussex



Dear Mrs Grieves

*Ref: Extension to form and enlarged Garage to the ground floor with two openings to the walls of the existing Kitchen / Lounge with 2 additional Bedrooms over to the first floor (as discussed with you utilising the original scheme as approved by the ADC) at 3c Fitzalan Road
ARUNDEL West Sussex AB/12/14*

Further to my first letter to you and enclosures therein I have identified the new extension work against the original dwelling by means of pattern hatching on the 1:100 scale drawings to both floor plans and elevations - the upgrading of the external single skin wall to the boundary wall to the ground floor element of the Garage is outside the scope of the TCPA and as such does not require or form part of this application (it has therefore not been highlighted in RED of the site block plan as this would confuse matters)

I am required by the Local Authority Ombudsman to seek an answer to the points raised in my first letter to you as identified therein but for the sake of clarity these paragraphs are included in this 2nd letter to you.

Additionally and added to the above answers and previous letter please identify in clear print against the NATIONAL validation list issued by you the ADC where it states that all new work must be identified in colour as this seems to be a guideline for applicants to the ADC ALONE as no other Local Authorities that I submit applications to in the South East of England require the drawings to be coloured?

'DELETE this paragraph hereunder from the previous letter to you'

This is I understand this is the two times outstanding in order that this application may be validated.

I wish to also draw your attention to the application letter dated the 27th January 2014 wherein it states the application number and refusal number which you stated to me you were not aware of albeit it is clearly identified in that letter - could you not identify this on the application letter?

Lastly I seek a reply to the point raised with you whereby the application reference no. AB/120/13 dated the 21st January 2014 was NOT SUBJECT to the EA forms for work within a flood plane area as our Mrs Gardner did not request this when she validated that application last year - only three months ago - has the legislation changed since the date of the original application - is so when? Furthermore Mrs Gardner under that application did not ask for the measured distance from the front of the garage extension to the front boundary - what has changed and where does it state in your planning guidelines that this dimension is required - please identify same for me for future applications?

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Dated 17th February 2014 (second letter)

Mrs J Grieves

Finally - please advise me as to why application drawings need to be coloured up to identify what is existing and what is new work when all my drawings identify this by means of cross hatched pattern settings ?

I seek a reply in detail to Paragraphs three four and five please of my first letter of the 17th February 2014 and the further points raised in this second letter - within 28 days of the date of this letter otherwise I will refer this to the LAO for clarification

1

David A Payten MRICS
Architectural Building Surveyor

NOTE:

Please reply to:

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

Faxed to 01903 730442

27th January 2014

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

Dear Sirs

Ref: Extension to form and enlarged Garage to the ground floor with two openings to the walls of the existing Kitchen / Lounge with 2 additional Bedrooms over to the first floor (as discussed with you utilising the original scheme as approved by the ADC) at 3c Fitzalan Road ARUNDEL West Sussex

With reference to the above please find enclosed formal amended application for your consideration under the Town and Country Planning Acts comprising the following documents:

1. Three (amended) copy sets of drawings comprising site location and block plans (the outline of each having been marked in a red line) existing and proposed floor plans and roof plans (showing clearly the distance from the boundary line to the new walls) and existing and proposed elevations
2. Three copies of the TCPA Householder application forms (no validation check list is required as was advised by Mrs L Coney last month) has been include (these are the new forms that you sent to me in November 2013)
3. The application is EXEMPT from a further planning fee as it is being deposited with you within 6 months of the application Date and refusal decision Notice AB/120/13 of the 21st January 2014 and as such does not attract another fee.

Please note that we have drawn a RED line around the site location and block plans to each of the three drawings and have also coloured one copy only of the proposed floor plans and elevations in order that Committee members can identify that which is proposed as to that which already exists to the dwelling.

We with to draw your attention to the TCPA approval reference no. AB/S0/09 dated the 13th July 2019 wherein this extension was approved by the ADC for the owner at that time but since then the dwelling has been sold and the present Occupiers wish to amend the proposed extension slightly to which end this application has been modified to take account of there wishes - whilst the hipped end of the new roof to the common boundary has been significantly reduced in height to create a more acceptable elevation to the street scene. The small front extension forms a Porch and enlargement of the existing Garage with the Bedroom over having now been deleted from this application as was agreed with Mrs Anita Gardener with the Writer and the applicant by telephone last.

Continued:

27th January 2014
Page 2
Arun District Council
Planning Department

Upon receipt of this application if there are any matters that require your further attention in order to validate and register this application would you please telephone NOT WRITE to the undersigned in order that these may be clarified.

Yours faithfully

David A Payten MRICS
Architectural Building Surveyor

NOTE:
Please reply to:

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Tangmere
Chichester
West Sussex PO20 2HJ

