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Our Ref: AB/135/19/HH
Your Ref:

Please ask for:
Technical Support Team
01903 737711

Dear Mr Piers Carlisle

19th December 2019

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015
Application for Planning Permission for Works or Extension to a Dwelling

Development Proposed internal and external alterations to existing building at The Old Wheatsheaf, 31 Maltravers Street, Arundel, BN18 9BU including replacement of selected windows and doors and new ground floor terrace to provide more flexible family living accommodation and a lower ground floor annex.

Location 31 Maltravers Street Arundel

Thank you for your recent application which I received on 9th December 2019. It is being validated by Technical Support Team 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 :-

Dimensions: You are required to include dimensions on the block plan from the proposed extensions to all site boundaries.

Plans: You are proposing to extend the existing outbuilding therefore you are required to provide proposed floor plans and elevations.

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 **2nd January 2020** 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