

Mr Tony Standing
4 Coombe Road
Steyping
BN44 3LF

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: AB/137/20/HH
Your Ref:
Date: 20th January 2021

Dear Mr Standing,

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 extension and loft conversion
Location: 14 Queens Lane Arundel BN18 9JN

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following matters are resolved:-

Certificate & Agricultural Declaration on the Form

Please sign and date the relevant certificate and declaration on your application forms.

Floor Plans

Please clearly label the existing and proposed floor plans and re submit.

Elevations

Please clearly label the existing and proposed elevations and re submit.

Roof Plan

Please clearly label the existing and proposed roof plan and re submit..

The submitted application has not been completed. Please resubmit ensuring all parts are complete.

Biodiversity Survey and Report

As this application is within the Arun Valley Impact Zone a Biodiversity Survey is required. Please refer to the Local Validation requirements and the guidance notes for the Biodiversity Checklist for further information.

Flood Risk Assessment

This application requires a Flood Risk Assessment. The Environment Agency website provides information on what should be included and provides templates for some of the lower risk applications. Please refer to the Validation Requirements List for further details and contact details for the Environment Agency.

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.

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.

Please provide the above by **3rd February 2021**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

If this letter has crossed with you providing the information, please ignore it.

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.