



Mrs Maisie Stocks
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Our Ref: AB/14/19/HH
Your Ref:

Please ask for:
Technical Support Team
01903 737711

Dear Apropos

14th February 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 Bespoke lean-to to be constructed to the rear of the property and balcony conversion to include a bespoke apex structure and under-balcony conversion.

Location Mews House London Road Arundel

Thank you for your recent application which I received on 7th February 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 :-

Location Plan: The red outline on the location plan needs to be a solid red outline it is currently incomplete.

Design & Access: You are required to mention the listing of the building within the design & access statement. Please amend accordingly.

Room Labels: Please provide room labels on the proposed extension.

Block Plan: Please submit 1 electronic or 3 paper copies of a block/site plan which includes all dimensions from the proposed extension to all site boundaries.

Floor Plans: You are required to complete the gaps on the floor plans as it is currently unclear what is the internal/external layout.

Schedule of Works: A schedule of works should show clearly what changes are proposed such as those affecting the layout, or any particular feature.

Form: Please confirm in writing your acceptance of the amended description. 'Two storey extension, single storey rear extension and external staircase'

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 **28th February 2019** 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



Neil Crowther
Group Head of Planning