

Mr Jonathan Tanner  
Mews House  
London Road  
Arundel  
BN18 9BH

Please ask for: Ms Iqraa Malik  
Email: [iqraa.malik@terraquest.co.uk](mailto:iqraa.malik@terraquest.co.uk)  
Telephone: 0121 234 1390  
Our Ref: AB/3/22/HH  
Your Ref:  
Date: 19th January 2022

Dear Mr Tanner,

**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:** Replace existing roof with flat topped mansard roof, incorporating new living space with 2 dormer windows to the front and larger dormer to the rear, 2 skylights in flat roof, and access via door to new roof terrace with glass balustrade over existing first floor flat roofed room.  
Eastern wall of property to be rendered and painted white/off-white, mirroring adjacent wall of neighbouring Tower House, covering unsightly brick work.  
Remove door and ship-lap panelling on front wall of single story extension (linking property to Tower House) and render. Paint to match Eastern wall.  
Create new window to match other windows at front of house on first floor, giving house a more symmetrical appearance.

This application supersedes previous application AB/41/20/L, which was never acted upon

**Location:** Mews House London Road Arundel BN18 9BH

Thank you for your recent application which I received on 18th January 2022. It is being validated by Ms Iqraa Malik who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid application until the following item(s) have been received or resolved :-

#### Floor Plans

Please submit 1 electronic or 3 paper copies of clearly labelled existing and proposed floor plans at a scale of 1:50 or 1:100. The current plans aren't scaled. Further details can be found in the Validation Requirements List.

#### Elevations

Please submit 1 electronic or 3 paper copies of clearly labelled existing and proposed elevations at a scale of 1:50 or 1:100. The current elevations aren't scaled. Further details can be found in the Validation Requirements List.

CIL Additional Information Form

The declaration date signed on the CIL form is too old. Please amend. The form and further information about CIL can be found on the website: [www.arun.gov.uk/cil](http://www.arun.gov.uk/cil)

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <https://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 **2nd February 2022** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

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 <https://www.arun.gov.uk/privacy-policy/>

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.

To register to receive notification of planning applications in your area, please go to <https://www1.arun.gov.uk/planning-application-finder>