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Our Ref: AB/73/18/PL

Your Ref:

**Please ask for:
Miss C Burrows
01903 737500 x37459**

Dear Mr Andrew Watson

24th July 2018

**Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015
Application for Planning Permission**

Development	Demolition of garage & erection of two dwellings with associated car parking and landscaping
Location	18 Queens Lane Arundel

Thank you for your recent application which I received on 28th June 2018. It is being validated by Miss C Burrows 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 :-

Block Plan - revised

Please submit 1 electronic or 3 paper copies of a revised block/site plan at a scale of 1:500 or 1:200 with the site dimensions clearly indicated from the proposal to the site boundaries. Further details of what must be included on the plan can be found in the National Validation Requirements.

There are small windows indicated on the Proposed North and South elevation that have not been indicated on the proposed floor plans. Please amend accordingly.

Local Validation Checklist

Please provide the Local Validation Requirements Checklist in order to comply with the local validation requirements. No further validation will take place until this is received.

Biodiversity Checklist

Please provide the Biodiversity Checklist so that so that the ecological impacts of proposals can be assessed. Both the checklist and the guidance notes are available on the Council's website and further information can be found in the Local Validation Requirements. No further validation will take place until this is received.

Bin Storage and Collection Provision

This application requires the provision of bin storage/collection facilities. Please provide details in the format as set out in the Local Validation Requirements so that Environmental Services are able to assess whether the proposal is acceptable.

Foul and Surface Water Drainage Statement

Please provide the above statement in accordance with our Local validation requirements.

Street Scene

For all planning applications both residential and commercial which propose development set between existing buildings visible from the public realm it is a Local Validation Requirement to provide a street scene drawing or photomontage.

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 **7th August 2018** 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, consisting of stylized initials followed by a period.

Neil Crowther
Group Head of Planning