

Steve Hole Architects LLP
7 Northfield Road
Narbeth
SA67 7AA

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: AL/128/21/CLP
Your Ref:
Date: 11th November 2021

Dear Mr Hole,

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article 39

Lawful Development Certificate for a Proposed Use or Development

Development: Single storey extension and Loft Conversion
Location: Nyton Road Westergate PO20 3UQ

Thank you for your recent application which I received on 8th November 2021. It is being validated by Nicola Moore 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 first floor plans at a scale of 1:50 or 1:100. Further details can be found in the Validation Requirements List.

Elevations

Please submit 1 electronic or 3 paper copies of clearly labelled existing elevations at a scale of 1:50 or 1:100. Further details can be found in the Validation Requirements List.

For clarity, please confirm the application address as this has not been completed in full on the application form.

The submitted Proposed Floor Plan appears to show the First Floor layout. Please submit floor plans clearly labelled as Ground/First Floor.

The planning statement lists the proposed works as: single storey side extension, single storey rear extension, loft conversion including new dormer on rear elevation and conversion of existing outbuilding in to a residential annexe to provide ancillary accommodation to the dwelling in the form of a garden studio/home office. However, the description on the application form is for a single storey extension and loft conversion. Please clarify what proposed works are to be included in the description.

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.

Please provide the above by **25th November 2021** 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>