

Mrs Julie Bree
Thatched Cottage
Arundel Road
Norton
PO18 0JX

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: AL/12/21/CLP
Your Ref:
Date: 12th February 2021

Dear Mrs Bree,

**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: replace existing garden room/outbuilding
Location: Thatched Cottage Arundel Road Norton PO18 0JX

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:-

Floor Plans

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

Please amend the Floor Plan submitted to show existing or Proposed.

Block Plan

The submitted Block plan does not appear to be to scale. Please confirm the scale and re submit ensuring the PDF is to scale, or, remove the scale bar.

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.

The submitted elevations should be clearly labelled Proposed. Please amend accordingly and re submit as PDF files.

You have submitted 2 East Elevations but no South Elevations. Please check the labelling, amend accordingly and re submit.

Please clarify the measurements of the proposed outbuilding as on the Site Plan they are shown as 7m x 3m but on all other plans 7m x 4m.

The Floor Plan includes a decking area, please confirm if this is to be included in the Application.

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.

Please provide the above by **26th 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.

To register to receive notification of planning applications in your area, please go to <https://www.arun.gov.uk/planning> and click into Local Planning Application Finder.