



Eve Hearsey Development & Planning
Consultant
45 Valley Road
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West Sussex
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Arun District Council
Arun Civic Centre
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Planning & Building Control General Enquiries
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Our Ref: AL/26/14/PL

Your Ref:

**Please ask for:
Miss K Garner
01903 737711 x 37467**

22nd April 2014

Dear Ms Hearsey

**Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended)**

Application for Planning Permission

Development	Change of use from 5 no. tourist units to 5 no. C3 residential units
Location	Easter Cottage, Norton Dairy, Cart Barn East Barn & The Old Stables Old Dairy Lane/Norton Lan Aldingbourne

Thank you for your recent application which I received on 21st March 2014. It is being validated by Miss K Garner 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 :-

Plans

Please provide full plans for each of the units to include the following

- Detailed block plans showing the full curtilages showing clearly the boundaries areas of landscaping so that there is no ambiguity over the exact extent of each planning unit
- Existing floor plans for each unit and any outbuilding contained within the plot
- Existing elevation plans for each unit and any outbuilding contained within the plot

Revised Design & Access Statement

Please provide a more detailed statement to include the following:

- Full policy analysis against the National Planning Policy Framework (NPPF) and its guidance
- Full policy analysis against the Arun District Local Plan 2003
- Full policy analysis against the Publication Version of the Local Plan February 2014. In particular please address new policies such as the space standards, renewable energy provision etc.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>. 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 **6th May 2014** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the development. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Karl Roberts', with a stylized flourish at the end.

Karl Roberts
Assistant Director Planning & Economic Regeneration