

Cygnus20
Old Stores House
The Street
Walberton
BN18 0PQ

Please ask for: Mrs D Johnson
Email: daun.johnson@arun.gov.uk
Telephone: 01903 737762
Our Ref: AL/72/22/PL
Your Ref:
Date: 25th May 2022

Dear Mr Downes,

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

Application for Planning Permission

Development: Demolition of Servac Int workshops; 1 No 2 bed annexe over parking bays with courtyard at front of annexe and two storey extension of current 2 storey rear structure keeping certain structures & features, to renovate them into a 2no. car port, with storage loft, re-landscaping to provide new gardens and biodiversity zones.

Location: Rock House Westergate Street Westergate PO20 3RJ

Thank you for your recent application which I received on 23rd May 2022. It is being validated by Mrs D Johnson 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 :-

Location Plan

Please submit an electronic location plan in pdf format at a scale of 1:1250 or 1:2500 for rural areas. Further details of what must be included on the plan can be found in the Validation Requirements List.

Certificate A is out of date. Please re date accordingly.

Please provide a north point on plan 00100 Rev P01.

Please confirm the amended description is satisfactory.

The ground floor plan and proposed north elevation do not accord at the office. Please amend accordingly.

Biodiversity Survey and Report including Biodiversity Net Gain Statement

Please provide a biodiversity survey for the Singleton and Cocking Tunnel. Please refer to the validation requirements list for further information.

Heritage Statement

Please submit a Heritage Statement.

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.

If providing additional documents or information, please email it directly to us at: planning.responses@arun.gov.uk with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **8th June 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 extend the time scale.

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>