

Mr Brian Stanley
82 The Fairway, Aldwick Bay Estate,
The Fairway
West Sussex
PO214EX

Please ask for: Ms Iqraa Malik
Email: iqraa.malik@terraquest.co.uk
Telephone: 01212341390
Our Ref: AW/122/21/HH
Your Ref:
Date: 7th April 2021

Dear Mr Stanley,

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

Application for Planning Permission for Works or Extension to a Dwelling

Development: Single storey side extension
Location: 82 The Fairway Aldwick PO21 4EX

Thank you for your recent application which I received on 31st March 2021. It is being validated by Ms Iqraa Malik 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 :-

Form

Please confirm in writing your acceptance of the amended description.

Single storey side extension
Design and Access Statement

This application requires a Design and Access Statement please submit 1 electronic or 3 paper copies. Please refer to the Validation Requirements List for further information on what needs to be included in this statement.

Location Plan

Please submit 1 electronic or 3 paper copies of a location plan 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.

Floor Plans

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

Block Plan

Please submit 1 electronic or 3 paper copies of a block plan at a scale of 1:500. Further details of what must be included on the plan can be found in the Validation Requirements List.

Elevations

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

Scale: You are required to have a scale on all plans with a scale bar or dimensions to allow for confirmation of the stated scale.

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.

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.

Please provide the above by **21st April 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

PLEASE NOTE: Essential IT work will be carried out during the week of 12 April 2021 and there will be no access to the planning records on the website. It will not be possible to follow the progress of an application, view any documents or make on line comments. To ensure that no one is disadvantaged the publicity period will be extended by a week on planning applications where the publicity period falls over this week. The site notices and documentation will quote the extended date if this is applicable.

All aspects of planning, building control and local land charges will be limited during this week. If you do need to contact the case officer during this week you will need to be able to provide the exact reference number and as much detail as possible. The service will be extremely limited and it would be best to contact us either before 12 April, or after, when the work is completed on 19 April 2021.

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.