

Mr Jaime Relf
2 Westground Cottages
Horsemere Green Lane
Clymping
BN17 5QZ

Please ask for: Ms Iqraa Malik
Email: iqraa.malik@terraquest.co.uk
Telephone: 0121 234 1390
Our Ref: AW/315/21/PL
Your Ref:
Date: 16th September 2021

Dear Mr Relf,

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

Application for Planning Permission

Development: Alterations to fenestration and openings
Location: Queens Court, Flat 4 Kings Parade Aldwick PO21 2QR

Thank you for your recent application which I received on 15th September 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 valid application until the following item(s) have been received or resolved :-

Form

Please confirm in writing your acceptance of the amended description.

Alterations to fenestration and openings

Location Plan

Please submit a location plan with a scale bar 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 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 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 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.

CIL Additional Information Form

This application may be CIL liable, please complete and return the Form1 CIL Additional Information. The form and further information about CIL can be found on the website: www.arun.gov.uk/cil

Application Form

As this is an application for a flat, you must fill in the Full planning application forms. Please complete and return via email.

Application Form

Certificate A declaration on the application form has been signed by the applicant as you have ticked the applicant person role however these details are inconsistent with the information submitted in section 2 of the form (applicant details). Please review and amend.

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.

Please provide the above by **30th September 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>