



Mr N Prosser  
14 Stanmore Gardens  
Aldwick  
West Sussex  
PO21 3AS

Arun District Council  
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**Our Ref: AW/354/18/HH**

**Your Ref:**

**Please ask for:  
Mrs D Johnson  
01903 737762**

9th January 2019

Dear Mr Prosser

**Town & Country Planning Act 1990 (as amended)  
Town & country Planning (Development Management Procedure) (England) Order 2015  
Application for Householder Planning Permission**

**Development** New vehicular access & permeable composit material to front garden for parking.  
**Location** Queensbury 4 Aldwick Street Aldwick

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 items are received or resolved:-

**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 National Validation Requirements.

**Block Plan**

Please submit 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500 or 1:200. Further details of what must be included on the plan can be found in the National Validation Requirements.

Please provide visibility splays on the block plan. A visibility splay is formed by measuring to a point 2.4m back from the carriageway in the centre of the driveway or entrance. A line (70m long in the case of a 30mph limit) is then drawn to the right, to a point where it strikes the near-side edge of the carriageway.

On the enclosed application, please complete Certificate B (signature and date), including the name and address of WSCC, which you need to serve notice on, remove your signature from Certificate A, date the declaration and return to this office.

For further guidance or to obtain the documents as required above please refer to our website:  
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by **23rd January 2019**. 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.

Yours sincerely

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther