

Albion Planning
36 Windsor Road
Worthing
BN11 2LY

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: BE/134/21/PL
Your Ref:
Date: 12th August 2021

Dear Mr Geddes,

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

Application for Planning Permission

Development: Conversion of 1 No. dwelling into 2 No. dwellings. This application is in CIL Zone 4 and is CIL liable as new dwelling.
Location: 15 The Croft Bersted PO21 5TH

Thank you for your recent application which I received on 9th August 2021. It is being validated by Nicola Moore 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

The Location Plan should include a North Point. Please amend accordingly and re submit. Further details of what must be included on the plan can be found in the Validation Requirements List.

Elevations

The scale bar on the Existing & Proposed Elevations is 1:100, but in the title is 1:50. Please amend accordingly and re submit. Further details can be found in the Validation Requirements List.

The proposed dwellings in Section 16 of the application form have been completed as 1 No. 2 bed and 1 No. 3 bed. However, the proposed floor plans and planning statement have 1 No. 1 bed and 1 No. 3 bed. Please amend accordingly and re submit.

Pagham Harbour Management Contribution Legal Checking Fee

You have provided a legal template for the above contribution but you have not provided the legal checking fee. If you have used the standard template the legal checking fee is £200.00. In all other circumstances the legal checking fee is £450.00. I would be grateful if you would forward this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices but you can pay by cheque or pay by credit/debit card or online at <https://www1.arun.gov.uk/officeforms/PaymentOnline.ofml>)

Please make sure that you quote the application reference number so the payment can be matched to your application.

Full details of the Pagham Harbour Management Contribution can be found in the Validation Requirements List and also on the Council's website at the following link:

<https://www.arun.gov.uk/planning-obligations>
Surface Water Drainage Statement

Please provide a statement in accordance with our Validation Requirements List.

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 **26th August 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>