

Crofton HIC
244-258 West Street
Fareham
PO16 0HS

Please ask for: Ms Iqraa Malik
Email: iqraa.malik@terraquest.co.uk
Telephone: 0121 234 1390
Our Ref: BE/5/22/HH
Your Ref:
Date: 8th February 2022

Dear Mr Nahid,

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: Retention of a rear Orangery
Location: 2 Old Moat Close Bersted PO22 9UP

Thank you for your recent application which I received on 24th January 2022. 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 :-

Block Plan

The block plan requires dimensions from the proposed extension to all site boundaries in pdf format at a scale of 1:500. Please amend. Further details of what must be included on the plan can be found in the Validation Requirements List.

Elevations

As these works have already taken place, the proposed elevations must be labelled as existing rather than proposed. Please amend. Along with this, please submit pre-existing elevations in PDF format at a scale of 1:50 or 1:100. Further details can be found in the Validation Requirements List.

Floor Plans

As these works have already taken place, the proposed floor plans must be labelled as existing rather than proposed. Please amend. Along with this, please submit pre-existing floor plans in PDF format at a scale of 1:50 or 1:100. Further details can be found in the Validation Requirements List.

CIL Additional Information Form

The CIL form has been completed incorrectly. Question 2a should be answered as no, then you must continue on from there. Please review and amend. The form and further information about CIL can be found on the website: www.arun.gov.uk/cil

Heritage Statement

Please submit a Heritage Statement as this site falls in a conservation area.

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 **22nd February 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>