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Planning General Enquiries
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Mrs S Leeson
Neame Sutton Limited
West Suite
Coles Yard Barn
North Lane
PO8 0RN

Our Ref: BE/73/19/PL
Your Ref:

Please ask for:
Mrs J Grieves
01903 737500 x 37448

25th June 2019

Dear Mrs Leeson

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

Development The Conversion of the Annexe to a separate unit of accommodation (Studio) - This application may affect the character and appearance of the North Bersted Conservation Area. This application may affect the setting of a Listed Building

Location Dove Cottage 76 North Bersted Street Bersted

Thank you for your recent application which I received on 19th June 2019. It is being validated by Mrs J Grieves 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 :-

Location Plan

Please submit 1 electronic or 3 paper copies of an amended location plan at a scale of 1:1250 or 1:2500 for rural areas showing the site area edged red. Please title the plan accordingly

Block Plan

Please submit 1 electronic or 3 paper copies of an amended block/site plan at a scale of 1:500 or 1:200 showing the measurements to the boundaries. Please title the plan accordingly.

Elevations

Please submit 1 electronic or 3 paper copies of clearly labelled existing and proposed elevations (all elevations required). Please title accordingly

The floor and elevatiosn do not accord. The elevations show a set of double doors whereas the floor shows a window. Please amend accordingly.

Pagham Harbour Management Contribution Legal Agreement and Fee

As your proposal is for the creation of residential units within Pagham Harbour Buffer Zones A & B, you are required to provide a completed and signed unilateral undertaking legal agreement as part of your planning application submission together with the appropriate legal checking fee. This is a Local Validation Requirement and the purpose of this agreement is to secure the required Pagham Harbour Management contribution.

Full details of the Pagham Harbour Management Contribution, the legal template and the fee

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for checking the agreement can be found in the Local Validation Requirements and also on the Council's website at the following link:
http://www.arun.gov.uk/planning-obligations

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.

For further detailed information on both the National and Local Validation Requirements please go to our website: **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.

Please provide the above by **9th July 2019** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther
Group Head of Planning

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