

Peter Mullans
76 North Bersted Street
Bognor Regis
PO22 9AQ

Please ask for: Ms Iqraa Malik
Email: iqraa.malik@terraquest.co.uk
Telephone: 0121 234 1390
Our Ref: BE/8/22/L
Your Ref:
Date: 2nd February 2022

Dear Mr Mullans,

Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)

Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

Development: Erection of single storey rear conservatory. (This application may affect the character and appearance of the North Bersted Conservation Area and a Listed Building).

Location: Dove Cottage 76 North Bersted Street Bersted PO22 9AQ

Thank you for your recent application which I received on 1st February 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 :-

Form

Please confirm in writing your acceptance of the amended description.

Erection of single storey rear conservatory.

Location Plan

Please submit an electronic location plan in pdf format 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.

Block Plan

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

Existing Plans

Please submit electronic plans in pdf format clearly labelled existing floor plans and elevations at a scale of 1:50 or 1:100. Further details can be found in the Validation Requirements List.

Proposed Plans

Please submit the proposed side elevations at a scale of 1:50 or 1:100. The proposed rear elevation must also show the existing rear window displayed on the proposed floor plan. Along with this, please add a scale bar to the proposed floor plans and elevations. Further details can be found in the Validation Requirements List.

Schedule of Materials

A detailed list of all the materials proposed as part of the proposal should be provided.

Schedule of Works

A schedule of works should show clearly what changes are proposed such as those affecting the layout, or any particular feature.

Method Statement

A statement should be provided identifying the method of undertaking the works to any important features (such as historic walling or important features) will not be harmed during the construction phase.

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 **16th 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>