

Mr Michael Lyons
Highground Orchard
Pippin Cottage
Highground Lane
Barnham
PO22 0BT

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: BN/48/21/CLP
Your Ref:
Date: 26th April 2021

Dear Mr Lyons,

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article 39

Lawful Development Certificate for a Proposed Use or Development

Development: Lawful development certificate for a proposed garden room with garden store attached.

Location: Pippin Cottage, Highgrounds Orchard Highground Lane Barnham PO22 0BT

Thank you for your recent application which I received on 21st April 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 :-

Floor Plans

Please submit 1 electronic or 3 paper copies of clearly labelled proposed floor plans at a scale of 1:50 or 1:100. Further details can be found in the Validation Requirements List.

Block Plan

Please provide the measurements to boundaries. The measurements of the proposed building do not match those on application form. Please check, amend accordingly and re submit.

Elevations

We are unable to scale plans at 1:40, please either remove the scale and add clear dimensions, or scale at 1:50 or 1:100.

Please confirm acceptance of the amended location address.

Please clarify if the sky light window in roof is to be included in the description.

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.

Please provide the above by **10th May 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 www.arun.gov.uk/planning-privacy-statements

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://www.arun.gov.uk/planning> and click into Local Planning Application Finder.