



Your Home Plans Ltd  
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**Our Ref: BR/148/19/HH**  
**Your Ref:**

**Please ask for:**  
**Sian Eggington**  
**0121 2341390**

Dear Mr Grinstead

23rd May 2019

**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**     Single storey rear extension  
**Location**        25 Ash Grove Bognor Regis

Thank you for your recent application which I received on 14th May 2019. It is being validated by Sian Eggington 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 :-

Block Plan

Please submit 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500 or 1:200. Please ensure all dimensions from the proposed extension to the site boundaries are included. Further details of what must be included on the plan can be found in the National Validation Requirements.

Location Plan: You are required to have a solid red outline around the entire site. Currently one of your outbuildings is covering the outline.

Plans: Please provide the proposed and existing floor plans and elevations for this application. Please ensure they are to a standard scale of 1:50 or 1:100 with a scale bar or dimensions to allow for confirmation of the scale.

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 **6th June 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

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther  
Group Head of Planning