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Planning & Building Control General Enquiries
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Minicom: 01903 732765
e-mail:planning@arun.gov.uk
website: www.arun.gov.uk/planning

Pickup Town Planning
57 Sea View Road
Drayton
Portsmouth
PO6 1EW

Please ask for: Jonny Cooper
Email: jonny.cooper@arun.gov.uk
Telephone: 01903 737532
Our Ref: BR/187/24/PL
Your Ref:
Date: 1st October 2024

Dear Mr Pickup,

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

Application for Planning Permission

Development: Conversion & Change of Use of Single Storey Former Printers Workshop to Form 2-Bed Dwelling with Cycle Parking & Refuse Storage Facilities.
Location: 47 Aldwick Road Bognor Regis PO21 2NJ

Thank you for your recent application which I received on 26th September 2024. It is being validated by Jonny Cooper 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

Please submit an electronic block plan 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.

All the scale bars on the plans provided (other than the cycle and bin store plans) scale at half the indicated length. Please amend accordingly and resubmit.

Pagham Harbour Management Contribution Legal Agreement and Fee

Thank you for submitting your draft unilateral undertaking. Please note the instructions on pages 2-3 which explain how to fill in / remove the sections highlighted in yellow. The agreement does not need to be dated or signed at this stage.

Please also read paragraphs 1-3 on the checklist which explain which documents must be provided alongside the undertaking. We also require a legal checking fee of £200.00 prior to validation.

Economic Development Statement

All planning applications which result in the loss of industrial premises and employment floor space must be accompanied by an Economic Development Statement as set out in the Validation Requirements List.

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 to: 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 **15th October 2024** or your application will be closed as incomplete and where a fee has been paid, I will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. If you have difficulty meeting this deadline please contact the above officer to agree an extension to this time scale. Once the application has been closed, you will need to submit a fresh application if you still want to proceed.

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>