Arun District Council
Arun Civic Centre
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Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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Mr D Gilbert
Ockley House
Ground Floor Front
6 Ockley Road
Bognor Regis
PO21 2HW

Our Ref: BR/191/19/PL
Your Ref:

Please ask for:
Mrs J Grieves
01903 737500 x 37448

25th June 2019

Dear Mr Gilbert

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

Development Change of use from factory workshop (B1 Business) to tyre fitting shop (Sui Generis).

Location First Floor 6 Ockley Road Bognor Regis

Thank you for your recent application which I received on 18th 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 a location plan 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 National Validation Requirements.

Block Plan

Please submit 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500 or 1:200. Further details of what must be included on the plan can be found in the National Validation Requirements.

Floor Plans

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

Elevations

Please submit 1 electronic or 3 paper copies of clearly labelled existing and proposed elevations at a scale of 1:50 or 1:100. Further details can be found in the National Validation

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Requirements.

Please confirm the site address.

You have ticked 'Yes' on Q24. Please confirm that you are relted to a member of staff or elected member of Arun District Council and state details of their name, role and how they are related.

If you are unable to provide this information, may i suggest seeking advice from an architect who deals with planning.

Local Validation Checklist

Please provide the Local Validation Requirements Checklist (and any statements required as per the Local Validation Requirements list) in order to comply with the local validation requirements. No further validation will take place until this is received.

Biodiversity Checklist

Please provide the Biodiversity Checklist so that so that the ecological impacts of proposals can be assessed. Both the checklist and the guidance notes are available on the Council's website and further information can be found in the Local Validation Requirements. No further validation will take place until this is received.

Bin Storage and Collection Provision

This application requires the provision of bin storage/collection facilities. Please provide details in the format as set out in the Local Validation Requirements so that Environmental Services are able to assess whether the proposal is acceptable.

Noise/Extraction Asessment

This application triggers a threshold which requires the submission of a noise/extraction assessment in order to comply with the details set out on the Local Validation Requirements.

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