



Mr D Gilbert
Ockley House
Ground Floor Front
6 Ockley Road
Bognor Regis
PO21 2HW

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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Minicom: 01903 732765
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website: www.arun.gov.uk/planning

Our Ref: BR/191/19/PL

Your Ref:

Please ask for:

Mrs J Grieves

01903 737500 x 37448

9th July 2019

Dear Mr Gilbert

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015
Application for Full 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 the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are 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 Requirements.

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Please confirm the site address.

You have ticked 'Yes' on Q24. Please confirm that you are related 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 Assessment

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.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by **23rd July 2019**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

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Yours sincerely

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

Neil Crowther