



Mrs J Perry  
9 Oak Grove  
Bognor Regis  
West Sussex  
PO22 9JL

Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF  
Planning General Enquiries  
Tel: (01903) 737756 Fax: (01903) 730442  
Dx: 57406 Littlehampton  
Minicom: 01903 732765  
e-mail: [planning@arun.gov.uk](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

**Our Ref: BR/209/19/PL**  
**Your Ref:**

**Please ask for:**  
**Mrs J Grieves**  
**01903 737500 x 37448**

Dear Mrs Perry

25th July 2019

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

**Development** Garden shed to rear  
**Location** 9 Oak Grove Bognor Regis

Thank you for your recent application which I received on 15th July 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 :-

*Rec'd 2018* No fee accompanied your application. I suggest that the required fee is £206 and would be grateful if you would forward this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

**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 amended floor plans at a scale of 1:50 or 1:100. The floor plans should be clear and show the openings to match floor plans

**Elevations**

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Please submit 1 electronic or 3 paper copies of amended elevations at a scale of 1:50 or 1:100. All elevations are required and this should be clear and show the openings to match floor plans

#### Local Validation Checklist

Please provide the Local Validation Requirements Checklist 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.

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 **8th August 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..

5/8/19 -

Yours sincerely



Extended until 27<sup>th</sup> Aug.

Neil Crowther  
Group Head of Planning

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