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

Robertson Brown Associates
Homecroft House
61 Sylvan Way
Bognor Regis
West Sussex
PO21 2NQ

Our Ref: BR/247/18/HH
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

17th October 2018

Dear Mr Robertson

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 Two storey side extension, 1 No. new window to ground floor side elevation & 2 No. new rooflights. This application may affect the Upper Bognor Road & Mead Lane Conservation Area.

Location Glenfield 75 Mead Lane Bognor Regis

Thank you for your recent application which I received on 26th September 2018. It is being validated by Mrs D Johnson 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 :-

Flood Risk Assessment

This application requires a Flood Risk Assessment. The Environment Agency website provides information on what should be included and provides templates for some of the lower risk applications. Please refer to the Local Validation Requirements for further details and contact details for the Environment Agency.

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 **31st October 2018** 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

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meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther
Group Head of Planning