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

Mr & Mrs Townsend
18 Upper Bognor Road
Bognor Regis
West Sussex
PO21 1JD

Our Ref: BR/254/14/PL
Your Ref:

Please ask for:
Miss K Garner
01903 737711 x 37467

15th December 2014

Dear Mr & Mrs Townsend

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended)
Application for Full Planning Permission

Development Use of existing annexe as a 1 bedroom self contained residential accommodation.
Location 18 Upper Bognor 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:-

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.

I previously requested an affordable housing legal agreement and fee.
On 28 November 2014 the government introduced new guideance which means that it is not possible for Council's to seek the provision of affordable housing contributions on sites less than 10 units unless the site is a Rural Exception Site. As your application is for less than 10 dwellings, your application is no longer being held as invalid for a signed affordable housing agreement. However, you do still need to provide the other items requested in this letter for the application to be validated. Please provide the information within 14 days or I will return the application as incomplete.

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.

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.

Parking Plan

Planning applications which propose a new parking layout and or/access are required to provide a detailed parking plan. The plan must provide all of the information as listed in 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/main.cfm?type=HELPWITHMAKINGAPLA

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 **29th December 2014**. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

If this letter has crossed with you providing the information, please ignore it.

Yours sincerely



Karl Roberts