

Gareth Elvidge
110 Beechfield
Newton Aycliffe
DL5 7AZ

Please ask for: Sian Eggington
Email: sian.eggington@terraquest.co.uk
Telephone: 0121 234 1390
Our Ref: BR/281/21/L
Your Ref:
Date: 20th December 2021

Dear Elvidge,

Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)

Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

Development: Replacement of existing garden room with timber framed garden room.
Location: Berghestede House 1 Shripney Road Bognor Regis PO22 9LW

Thank you for your recent application which I received on 15th December 2021. It is being validated by Sian Eggington who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid application until the following item(s) have been received or resolved :-

Block Plan: You are required to include dimensions from the proposed extension(s) to all site boundaries. Please amend

Schedule of Works

A schedule of works should show clearly what changes are proposed such as those affecting the layout, or any particular feature.

Schedule of Materials

A detailed list of all the materials proposed as part of the proposal should be provided.

Method Statement

A statement should be provided identifying the method of undertaking the works to any important features (such as historic walling or important features) will not be harmed during the construction phase.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <https://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.

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.

Please provide the above by **3rd January 2022** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website <https://www.arun.gov.uk/privacy-policy/>

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to <https://www1.arun.gov.uk/planning-application-finder>