



HGP Architects Ltd
Furzehall Farm
110 Wickham Road
Fareham
PO16 7JH

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
website: www.arun.gov.uk/planning

Our Ref: BR/282/19/PL

Your Ref:

**Please ask for:
Mrs D Johnson
01903 737762**

Dear Mr Robinson

22nd October 2019

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

Development Redevelopment into 49 No apartments consisting of 24 No 1 & 25 No 2 bed apartments & 2 No commercial units (A3 Restaurant & Cafe). This application affects the character & appearance of The Steyne, Bognor Regis Conservation Area & may affect the setting of a listed building.

Location The Beach Hotel, former Mud Club & 2-4 Waterloo Square Bognor Regis

Thank you for your recent application which I received on 9th October 2019. 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 :-

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.

Proposed Site Layout Plan

Please submit 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500 or 1:200 showing the proposed visibility splays for the new access and provide measurements from the proposal to the site boundaries.

Please confirm the hours of operation for the proposed commercial units.

Please confirm if both proposed commercial units will be A3 use.

If extraction systems are proposed for the proposed A3 uses, please show the extraction system on the proposed floor plans and elevations where applicable.

On the application form, a total of 24 parking spaces are indicated whilst only 22 proposed parking spaces are shown on the proposed basement plan. Please amend accordingly.

Please take off the red edge from all proposed floor plans. The proposed building overlaps the

red edge in places.

Because your proposal is for more than 10 units, a Historic Environment Record Search is required. Chichester District Council act as advisors on archaeology to the LPA and access the West Sussex Historic Environment Record, which includes an inventory of known archaeological sites and other heritage assets. Further details can be found at <https://www.westsussex.gov.uk/land-waste-and-housing/landscape-and>

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.

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.

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 **5th November 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.

Yours sincerely

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

Neil Crowther
Group Head of Planning