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Our Ref: BR/315/19/PL
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Sir/Madam

14th November 2019

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

Development Conversion of the existing first floor office space (B1 Business) into 1 No. two bedroom flat (C3 Dwelling house) including rear access, amenity space & general storage facilities.

Location 98-100 Chichester Road Bognor Regis

Thank you for your recent application which I received on 11th November 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.

On the proposed site plan, please clearly indicate the position of the new/altered vehicle access as annotated on the application form.

On the proposed site plan, please show the position of the proposed lights on the rear section of path and entrance gates.

Please provide the manufacturer details of the proposed heat pumps to include noise information.

Economic Development Statement

All planning applications which result in the loss of commercial premises, the loss of retail premises or the change of use of retail units from Class A1 to the class A units in town/local centres as defined in the local plan or village/parade shops must be accompanied by an Economic Development Statement as set out in the Local Validation Requirements.

Pagham Harbour Management Contribution Legal Agreement and Fee

As your proposal is for the creation of residential units within Pagham Harbour Buffer Zones A & B, you are required to provide a completed and signed unilateral undertaking legal agreement as part of your planning application submission together with the appropriate legal checking fee. This is a Local Validation Requirement and the purpose of this agreement is to secure the required Pagham Harbour Management contribution.

Full details of the Pagham Harbour Management Contribution, the legal template and the fee for checking the agreement can be found in the Local Validation Requirements and also on the Council's website at the following link:

<http://www.arun.gov.uk/planning-obligations>

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 **28th 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 faithfully



Neil Crowther
Group Head of Planning