



Mr Arthur Baylis
18, Normandy Drive
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Our Ref: EP/168/18/HH
Your Ref:

Please ask for:
Sian Eggington
0121 2341390

Dear Mr Arthur Baylis

21st November 2018

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 Single storey rear extension and raising of roof to existing garage including part conversion to kitchen
Location 18 Normandy Drive East Preston

Thank you for your recent application which I received on 19th November 2018. 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 formal application until the following item(s) have been received or resolved :-

Form

Please confirm in writing your acceptance of the amended description.

'Single storey rear extension and raising of roof to existing garage including part conversion to kitchen'

Block Plan

Please submit 1 electronic or 3 paper copies of a block/site plan which includes all the dimensions to the boundaries at a scale of 1:500 or 1:200. Further details of what must be included on the plan can be found in the National Validation Requirements.

Parking: As part of the garage is being converted question 8 on the application form should be answered 'yes'. Please amend accordingly or with your permission we can amend the form for 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.

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 December 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 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 flourish and a period.

Neil Crowther
Group Head of Planning