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Our Ref: EP/178/18/CLE

Your Ref:

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

Dear Mr Collins

14th December 2018

**Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015: Article
39**

**Application for Lawful Development Certificate for an Existing Use or Operation or Activity
including those in breach of a planning condition.**

Development Lawful development certificate for the existing use of ancillary building as garden room.

Location Garden House Rear of 8 Sea Road East Preston

Thank you for your recent application which I received on 5th December 2018. 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 :-

As per your email dated 14th December 2018, it has been clarified that you wish to regularise the use of the ancillary building as a garden room.

In this instance, because changes to the existing garden room are proposed, we will only be able to determine this application on what is currently there.

There are two options in this instance: A-you may wish to put in a Lawful Development Certificate for a Proposed use to include the changes to the existing garden room or B) a Householder Application to include the changes to the garden room.

If you wish to carry on with the CLE application, a further £103.00 is due.

If you wish to put in a CLP application, the fee of £103.00 is acceptable, which has been received.

If you wish to put in a Householder Application, a total fee of £206.00 is due.

The existing east and west elevations have been mislabelled. Please amend accordingly.

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 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



Neil Crowther
Group Head of Planning