



Mr R Greensitt
15 Hillview Crescent
East Preston
West Sussex
BN16 1RD

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
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Planning General Enquiries
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Our Ref: EP/3/19/HH
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Greensitt

15th January 2019

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 Retention of rear conservatory.
Location 15 Hillview Crescent East Preston

Thank you for your recent application which I received on 11th January 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 Amend

Please edge the application site in red.

On the proposed block plan, please provide measurements from the proposal to the rear boundary.

Please provide existing and proposed floor plans and elevation, to scale.

Please return the application form with the amended plans and new plans to this office.

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 **29th January 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 period.

Neil Crowther
Group Head of Planning