

Mrs Roz Nowak
2 The Old School, Old School House
School Lane
Fittleworth
RH20 1JZ

Please ask for: Ms Iqraa Malik
Email: iqraa.malik@terraquest.co.uk
Telephone: 01212341390
Our Ref: FG/15/21/PL
Your Ref:
Date: 2nd March 2021

Dear Mrs Nowak,

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

Application for Planning Permission

Development: Conversion of Garage into bedroom & Replace existing conservatory roof to solid roof with Velux
Location: 1 Ferring Grange Gardens Ferring BN12 5HS

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following matters are resolved:-

Confirmation: The applicant and the agent appear to be the same. Please confirm this is correct or amend as necessary

Dimensions: You are required to include dimensions on the block plan from the proposed works to all site boundaries. Please amend

CIL: The CIL dates are too old. Please amend

Location Plan: You are required to have a solid red outline around the entire site. Please amend

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <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.

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.

Please provide the above by **16th March 2021**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

If this letter has crossed with you providing the information, please ignore it.

Yours sincerely



Neil Crowther
Group Head of Planning

PLEASE NOTE: Essential IT work will be carried out during the week of 12 April 2021 and there will be no access to the planning records on the website. It will not be possible to follow the progress of an application, view any documents or make on line comments. To ensure that no one is disadvantaged the publicity period will be extended by a week on planning applications where the publicity period falls over this week. The site notices and documentation will quote the extended date if this is applicable.

If you do need to contact the case officer during this week you will need to be able to provide the exact reference number and as much detail as possible. The service will be extremely limited and it would be best to contact us either before 12 April, or after, when the work is completed on 19 April 2021.

For details of how the Council will deal with your data please refer to our privacy notices on the website www.arun.gov.uk/planning-privacy-statements

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to <https://www.arun.gov.uk/planning> and click into Local Planning Application Finder.