



Mrs Tina DeSisto
25 Wallace Avenue
Worthing
West Sussex
BN11 5QX

Arun District Council
Arun Civic Centre
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West Sussex BN17 5LF
Planning General Enquiries
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Our Ref: FG/44/19/CLP

Your Ref:

**Please ask for:
Nicola Moore
01903 737500 X 37944**

Dear Mrs De Sisto

12th April 2019

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

Application for Lawful Development Certificate for a Proposed Use or Development

Development Application for a Lawful Development Certificate for a Proposed use or development.

Location Protacol 5 The Pantiles Ferringham Lane Ferring

Thank you for your recent application which I received on 2nd April 2019. It is being validated by Nicola Moore 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 :-

Please provide a plan identifying the land to which the application relates, drawn to an identified scale and showing the direction of North.

Please provide a plan/photo to show the existing elevations of the windows and door to be replaced.

Please provide full details of the exact replacement windows and door including the colour.

Please can you clarify that no other works resulting in an increase in floor space is to be done.

Please confirm that you accept the amended description: Lawful development certificate for the proposed replacement windows and door.

The fee required for this application is £117.00. This can be paid either by cheque or via the Arun District Council website. Please ensure you quote reference FG/44/19/CLP on any payment.

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 **26th April 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 flourish and a period.

Neil Crowther
Group Head of Planning