

Robinson Escott Planning  
Downe House  
303 High Street  
Orpington  
BR6 0NN

Please ask for: Mrs D Johnson  
Email: [daun.johnson@arun.gov.uk](mailto:daun.johnson@arun.gov.uk)  
Telephone: 01903 737762  
Our Ref: K/9/25/PD  
Your Ref:  
Date: 6th May 2025

Dear Thompson,

**Town & Country Planning Act 1990 (as amended)**  
**Town & Country Planning (General Permitted Development) Order 2015 Schedule 2 (As amended)**

**Prior Notification for Permitted Development**

**Schedule 2 Part 3 Class Q**

**Development:** Prior approval under Schedule 2, Part 3, Class Q for the conversion of existing barn into 4 No dwellings.

**Location:** Potters Barn Kingston Farm Kingston Lane Kingston BN16 1RS

Thank you for your recent notification which I received on 2nd May 2025. 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 valid notification until the following item(s) have been received or resolved :-

On the proposed floor plans, please provide the measurements of all windows and doors.

If providing additional documents or information, please email it to: [planning.responses@arun.gov.uk](mailto:planning.responses@arun.gov.uk) with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **20th May 2025** or your notification will be closed as incomplete and where a fee has been paid, I will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. If you have difficulty meeting this deadline please contact the above officer to agree an extension to this time scale. Once the application has been closed, you will need to submit a fresh application if you still want to proceed.

Yours sincerely



**Neil Crowther**  
**Group Head of Planning**

For details of how the Council will deal with your data please refer to our privacy notices on the website <https://www.arun.gov.uk/privacy-policy/>

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://www1.arun.gov.uk/planning-application-finder>