



Mr Keith Myerscough
62
Westlands
Littlehampton
BN16 3NW

Arun District Council
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Our Ref: LU/144/19/HH

Your Ref:

**Please ask for:
Sian Eggington
0121 2341390**

Dear Mr Myerscough

3rd May 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 To remove all tile hung tiles from sides and front of property, and replace with fibre board cladding, colour to be decided but more than likely to be a grey colour

Location 62 Westlands Littlehampton

Thank you for your recent application which I received on 28th April 2019. It is being validated by Sian Eggington 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 :-

PDF: Please submit all plans as PDF's with a scale and a scale bar.

Location Plan Required: Please submit an up to date location plan. This plan should be an ordnance survey type plan at an identified standard metric scale, typically 1:1250 or 1:2500. The plan should show the site to which the application relates outlined clearly in red and should identify sufficient surrounding roads with an arrow showing the direction of north to illustrate the location. If you require assistance obtaining a location plan then you can visit the Planning Portal website (https://www.planningportal.co.uk/homepage/4/buy_a_plan) for links to where you can obtain one from;

Existing Elevation: Please provide a scale on the existing elevation. This must be a standard scale such as 1:50 or 1:100 with a scale bar or dimensions to allow for confirmation of the scale.

Proposed Plan: Please provide a proposed elevation with the changes to the tiles annotated onto the plan. This must be a standard scale such as 1:50 or 1:100 with a scale bar or dimensions to allow for confirmation of the scale.

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 **17th May 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