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Our Ref: LU/260/18/HH
Your Ref:

Please ask for:
Charlotte Bodin
0121 2341390

Dear Inspired Design Studio

12th October 2018

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 Two storey side extension, demolition of existing garage and outbuilding, construction of new annexe.
Location 22 Roman Acre Littlehampton

Thank you for your recent application which I received on 6th September 2018. It is being validated by Charlotte Bodin 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 :-

Plans Inconsistent

The window does not match between the proposed outbuilding north east elevation and proposed floor plan.

Confirmation Required

Please confirm whether the proposed outbuilding is ancillary to the main dwelling.

Information Required

We have been asked to amend the forms to state 'yes' the applicant is related to a member/s of council staff. Please provide the details and we can amend this for 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.

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 October 2018** 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