



Miss Valerie Voakes
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Our Ref: LU/267/18/HH

Your Ref:

Please ask for:

Mrs C Easton

01903 737682

Dear Miss Valerie Voakes

15th 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 Replacement of existing timber windows on ground floor & first floor southwest, southeast & northeast elevations with white uPVC double glazed units of the same style and replacement of French doors with white uPVC double glazed unit of the same style. This application affects the character and appearance of Littlehampton River Road Conservation Area

Location 3 The Waterside River Road Littlehampton

Thank you for your recent application which I received on 19th September 2018. It is being validated by Mrs C Easton 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 :-

Elevations

Please submit 1 electronic or 3 paper copies of clearly labelled existing and proposed elevations at a scale of 1:50 or 1:100. Further details can be found in the National Validation Requirements.

Unfortunately we are unable to accept the submitted drawings as Jpegs - could I please ask you resend these plans as PDF's.

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 **29th 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