

Patrick Knowles

From: "Claire Harris" [REDACTED]
Date: 09 June 2020 10:45
To: [REDACTED]
Subject: Fwd: Parkfield Worthing Road LU/163/19/BR Urgent Resubmission required.

----- Forwarded message -----

From: Sarah Radley [REDACTED]
Date: Wed, 13 May 2020 at 08:43
Subject: Parkfield Worthing Road [REDACTED] Urgent Resubmission required.
[REDACTED]

Dear Claire

Thank you for speaking with me yesterday. As we discussed on the phone the current application was submitted by someone who is no longer involved with the project. He is currently down as the agent and applicant so will continue to receive correspondence. The application is also rejected and shows work that is no longer going ahead and also shows work that is not in accordance with the planning permission.

So we need the resubmission to be made with plans and specifications that reflect the work that can be done under the planning permission. You should also put yourself down as the applicant and agent so all the correspondence will come to you. Alternatively if you are involving an architect, they can be the agent and you will just be down as the applicant. It is up to you which you want to do, but the agent is the person that we write to with all the technical queries

There is no charge for a resubmission but this needs to be done as soon as possible as the current (rejected) application does not adequately show the work being done.

The resubmission can be done online by following this link: <https://www.arun.gov.uk/make-an-application>. You need to make a Full Plans application, and in the description of the work I would make reference to the original application number. So it would say something like: *Single storey side extension and a 2 storey rear extension. This is a resubmission of LU/163/19/BR.* As I mentioned there is no fee for a resubmission, but you need to provide plans and a specification for the work. You should have the plans from your planning permission, but if you have no specification you will need to provide one. This does not have to be a long document, it is just how the building is to be constructed from foundations up to roof, including sizes of roof and floor timbers if they are not covered by the calculations. Even though some of the work was already built under the old rejected application this specification still needs to include all those areas of work.

A couple of days after you have made the resubmission you will be sent an acknowledgement letter via e-mail with your new reference number on which will be in the form LU/XX/20/BR. Then you will be contacted by one of my colleagues who will have checked the plans, and he will advise what additional information is needed so the plans can be approved.

I also spoke to one of my colleagues in Planning, about changing the details on their applications. You need to write in to them at planning@arun.gov.uk and let them know that you are the homeowner of the property and you would like the records updated to show you as the applicant. The person who was previously down as the applicant has no interest in the property. You need this to be done for both planning application LU/334/19/HH and Enforcement case ENF/238/19.

I hope this is some help – if you have any queries please just let me know.