Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
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Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail:planning@arun.gov.uk
website: www.arun.gov.uk/planning

PMG Building Design & Consultancy Ltd
20 Bluebell Way
Whiteley
Fareham
Hampshire
PO15 7FF

Our Ref: LU/333/14/HH
Your Ref:

Please ask for:
Miss C Burrows
extn 37459

3rd November 2014

Dear Mr Gosling

Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2010 (as amended)

Application for Planning Permission for Works or Extension to a Dwelling

Development Proposed first floor extension, including new first floor side elevation window. This application may be determined by Littlehampton Town Council under delegated powers

Location 9 Granville Road Littlehampton

Thank you for your recent application which I received on 27th October 2014. It is being validated by Miss C Burrows 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 :-

Block Plan

Please submit 1 electronic or 3 paper copies of a revised block/site plan at a scale of 1:500 or 1:200 with the proposed works highlighted/hatched and with the full road name visable. Further details of what must be included on the plan can be found in the National Validation Requirements.

Floor Plans

Please submit 1 electronic or 3 paper copies of clearly labelled existing floor plans at a scale of 1:50 or 1:100 with the dining room windows clearly indicated. Further details can be found in the National Validation Requirements.

Please indicate the velux rooflights on either the roof plan or indicated as a dotted line on the floor plan.

Flood Risk Assessment

This application requires Flood Risk Standing Advice. The Environment Agency website provides information on what should be included and provides templates for some of the lower risk applications. Please refer to the Local Validation Requirements for further details and

contact details for the Environment Agency.

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/main.cfm?type=HELPWITHMAKINGAPLA. 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 November 2014** or your application will be returned to you 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



Karl Roberts
Assistant Director Planning & Economic Regeneration