Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail:planning@arun.gov.uk
website: www.arun.gov.uk/planning

Jane Mottershead Designs Ltd
2 Brook Cottages
West Ashling
Chichester
PO188DY

Please ask for:	Ms Iqraa Malik
Email:	iqraa.malik@terraquest.co.uk
Telephone:	01212341390
Our Ref:	LU/342/20/HH
Your Ref:	
Date:	22nd December 2020

Dear Mottershead,

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:	Conversion of existing dairy building into a new kitchen, internal alterations, a replacement carport and replacement garden fencing
Location:	Vine Cottage 1 Church Street Littlehampton BN17 5EL

Thank you for your recent application which I received on 11th December 2020. It is being validated by Ms Iqraa Malik 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 block plan at a scale of 1:500. Further details of what must be included on the plan can be found in the Validation Requirements List.

Existing Plans: Please provide the existing plans for this application

Fence: Please provide elevations of the proposed fence

Confirmation Required: Please confirm whether the existing dairy barn is attached to the existing dwelling

Confirmation: Please confirm whether the fence is going around the entire site and show the area the fence is going around on the plan

Flood Risk Assessment

This application requires a Flood Risk Assessment. 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 Validation Requirements List for further details and contact details for the Environment Agency.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: 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.

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.

Please provide the above by **5th January 2021** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely

Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website www.arun.gov.uk/planning-privacy-statements

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.