

SITE NOTICES

At the time of the officer's site visit a notice was satisfactorily posted as follows:-

DATE OF SITE VISIT	TIME	LOCATION OF NOTICE

At the time of the officer's site visit on the 6/3/12 at 16:20 a satisfactory notice was not posted. Therefore, the officer posted relevant notices as follows:-

DATE OF SITE VISIT	TIME	LOCATION OF NOTICE
6/3/12	16:20	On lamp post to front of site.

.....

 Officer's Signature

ACTION SHEET

APPLICATION REF LU/42/12.....

OFFICER INITIALS PC.....

MARK UP AS PART OF APPLICATION

Y/N

DATE RECEIVED

SUBSTITUTE PLANS/FORMS

(Provide details e.g. plan number/type)

☒ Y ☐ N

DATE RECEIVED

Sub Dr. No. 1057/002 with Dr. No. 1057/001 Rev. A 8/3/12

SUPPLEMENTARY PLANS

☒ Y ☐ N

DATE RECEIVED

MINOR AMENDMENT

☒ Y ☐ N

DATE RECEIVED

RE-ADVERTISEMENT

IF YES, reason for re-advertisement:

☒ Y ☐ N

List No

CHANGE DESCRIPTION/ADDRESS

☒ Y ☐ N

NOTIFY PARISH

☒ Y ☐ N

NOTIFY REPS

IF YES, no. of days to reply.....

☒ Y ☐ N

OFFICER SIGNATURE

DATED 21/3/12

ACTIONER SIGNATURE

DATED 27/3/12

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex, BN17 5LF

Tel: 01903 737631
Fax: 01903 730442
DX: 57406 Littlehampton
Minicom: 01903 732765
e-mail: peter.cleveland@arun.gov.uk



Malcolm Wilson and Cobby Solicitors
3 Station Parade
Lancing
West Sussex
BN15 8AA

Our ref: LU/42/12/

Please ask for:
Mr Cleveland
Senior Planner – East Team
Direct Dial: 01903 737631

23rd
20th April 2012

Dear Sirs

LPA Ref: LU/42/12/
Proposal: Change of use from B1 (Business) to residential
Address: 3 New Road, Littlehampton

Thank you for your letter of the 18th April regarding the commuted sum required for the above development should it receive consent.

The council's affordable housing policy was formally adopted on the 18th August 2010 and in accordance with this policy, any new residential units, including any change of use or reversions to previous uses, must provide a contribution to affordable housing within the district. The only time this Council may consider a revision to the sum would be if it can be clearly demonstrated that the sum required would mean that the project would not be financially viable. In this case no such details have been provided. Details of the policy and background studies can be found on the council's website: <http://www.arun.gov.uk/main.cfm?type=AFFORDABLEHOUSINGP>

Your letter has referred to a recent planning appeal for residential development at St Michaels All Angels Church, Bognor Regis (our reference AW/295/10). This application was not refused on the lack an affordable housing contribution being required as a legal agreement had been provided to secure the required sum. However, given that the council did not provide evidence to support this at the time of the appeal the Inspector felt that he had not been provided with sufficient evidence to support this requirement, making reference to the now superseded Planning Policy Statement 3 (PPS3). Nevertheless he did not dismiss the policy, what is more other Inspectors have upheld this policy at appeal; I have included details of a couple of other recent decisions for your convenience.

It therefore remains for me to advise that the Council is still of the view that a contribution towards affordable housing is required. If a legal agreement has not been entered into by

30th April 2012, the expiry date for the application, the application will be refused for the lack of the required sum.

I trust this information is of assistance to you and should you wish to discuss this matter further please contact me on the above number.

Yours sincerely

A solid black rectangular box used to redact the signature of Peter Cleveland.

Peter Cleveland
Senior Planner - East Team

MW & C

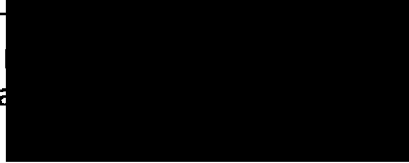
ARUN DISTRICT COUNCIL

19 APR 2012

RECEIVED

Malcolm Wilson & Cobby
Solicitors

3 Station Parade Lancing West Sussex BN15 8AA
DX 36700 Lancing

Email 

Our ref: NB/MJH
Your ref:

18th April 2012

Mr Cleveland
Arun District Council
Planning Dept
DX 57406 LITTLEHAMPTON

Dear Mr Cleveland

LPA Ref LU/42/12
Change of Use from B1 (Business to Residential)
3 New Road Littlehampton

Our client refers to the letter sent to you dated 3rd April 2012 addressed to Mr Elstone.

We note that you are now requesting the sum of £1,876.00 by way of a final contribution secured by a Section 106 Agreement.

There is no change whatsoever to the structure of the building and therefore we consider that the council is acting unreasonably in requiring a contribution for a simple change of use. We therefore write on behalf of our client to object to this demand.

There was a recent planning inspector's decision at St Michael's All Angels Church in Bognor, which we are sure you are aware of, when the Inspector decided a contribution was not required.

Yours faithfully



Partners : NP Brazier B.Soc. Sci : NCO Gifford LL.B

MJ Wells M.A. (Cantab) : T Yates LL.B : Cary Knott F.Inst L.Ex.

Other Office at: West Worthing

This firm is regulated and authorised by the Solicitors Regulation Authority No: SRA 59756

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex, BN17 5LF

Tel: 01903 737631
Fax: 01903 730442
DX: 57406 Littlehampton
Minicom: 01903 732765
e-mail: peter.cleveland@arun.gov.uk



Malcolm Wilson and Cobby Solicitors
3 Station Parade
Lancing
West Sussex
BN15 8AA

Our ref: LU/42/12/

Please ask for:
Mr Cleveland
Senior Planner – East Team
Direct Dial: 01903 737631

23rd April 2012

Dear Sirs

LPA Ref: LU/42/12/
Proposal: Change of use from B1 (Business) to residential
Address: 3 New Road, Littlehampton

Thank you for your letter of the 18th April regarding the commuted sum required for the above development should it receive consent.

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It therefore remains for me to advise that the Council is still of the view that a contribution towards affordable housing is required. If a legal agreement has not been entered into by

30th April 2012, the expiry date for the application, the application will be refused for the lack of the required sum.

I trust this information is of assistance to you and should you wish to discuss this matter further please contact me on the above number.

Yours sincerely



Peter Cleveland
Senior Planner - East Team



Mr B Elstone
14 Sutton Avenue
Rustington
West Sussex
BN16 2ET

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex, BN17 5LF

Tel: 01903 737631
Fax: 01903 730442
DX: 57406 Littlehampton
Minicom: 01903 732765
e-mail: peter.cleveland@arun.gov.uk



Our ref: LU/42/12/

Please ask for:
Mr P Cleveland
Senior Planner – East Team
Direct Dial: 01903 737631

3rd April 2012

Dear Mr Elstone

LPA Ref: LU/42/12/
Proposal: Change of use from B1 (Business) to Residential
Address: 3 New Road, Littlehampton

I refer to the above development for which planning permission is currently being considered by the Local Planning Authority. This letter is to notify you of the Council's affordable housing policy which was approved on the 18th August 2010 and officially came into force on that date. Details of the policy can be found on the council's website: <http://www.arun.gov.uk/main.cfm?type=AFFORDABLEHOUSINGP>

The policy relates to all schemes which propose the net gain of one or more housing units for which affordable housing provision is a requirement. Where it is not practical for on-site provision of affordable housing (typically on schemes of ten or less units) the Council will seek financial contributions towards offsite provision by way of a commuted sum secured by a Section 106 legal agreement.

Your planning application was received by the Council after the 18 August 2010 and therefore qualifies for the provision of affordable housing. The commuted payment for the proposal is £1,876. Please note that this sum **is not** payable until the commencement of development in the event planning permission is granted. In addition to the commuted sum a monitoring fee of £150 is payable but again this **is not** payable until the commencement of development.

At this stage the only requirement is the provision of a legal agreement which will enable the commuted sum and monitoring fee to be secured in the future. The legal agreement must be provided within the lifetime of the planning application otherwise permission will be refused on the basis that there is no mechanism in place to secure necessary financial contributions. The Council legal section can be instructed to draft the legal agreement for which there is an administration fee of £450.00. This fee is payable upon instruction and cheques are to be

PTO...

Nigel Lynn Chief Executive
Nigel Croad Corporate Resources Director
Jaqui Ball Interim Strategic Director

www.arun.gov.uk

ARUN DISTRICT COUNCIL LU/42/12/



- Environmental Health
- Littlehampton and Bognor Regis
Customer Services Help Points

The Government Standard

made payable to Arun District Council. The Council's Planning Solicitor, Delwyn Jones can be contacted directly on 01903 737737 for instruction. Once drafted Mr Jones will send the legal agreement directly to the Applicant/s to sign and return to the Council.

I trust this information is of assistance to you and should you wish to discuss this matter further please contact me on the above number.

Yours sincerely



Peter Cleveland
Senior Planner – East Team

cc. Delwyn Jones (Council Solicitor)

ACK

Mr. Peter Cleveland
Arun District Council
Development Control
1, Arun Civic Centre Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Our ref: HA/2012/112754/01-L01

Your ref: LU/42/12/EXCZ

Date: 12 March 2012

Dear Mr. Cleveland,

**CHANGE OF USE FROM B1 (BUSINESS) TO RESIDENTIAL
3 NEW ROAD, LITTLEHAMPTON, WEST SUSSEX, BN17 5AX.**

Thank you for your consultation on the above application.

Environment Agency Position

The Environment Agency does not object to the proposed reversion to residential use at 3 New Road, Littlehampton.

Advice to LPA

The proposed change of use is located within Flood Zone 3, defined by Planning Policy Statement 25 as having a high probability of flooding. The applicant proposes to mitigate risk through locating sleeping accommodation on the first floor of the proposed single dwelling and states that refuge will be available on the first floor during a flood event.

Yours sincerely

Zoe Randall
Development & Flood Risk Officer
On behalf of Planning Liaison

Direct dial: 01962 764821

Direct e-mail: planning.southdown@environment-agency.gov.uk

cc Mr. Brian Elstone

Environment Agency
Wessex Business Park (Colvedene Court) Wessex Way, Colden Common, Winchester, SO21 1WP.
Customer services line: 03708 506 506
www.environment-agency.gov.uk

End

RXC

Julie Grieves

From: Mike Burford
 Sent: 05 March 2012 16:18
 To: Planningecons
 Subject: Planning Consultation on: LU/42/12/

Engineers comments for LU/42/12:

No comments on this application

Regards

Mike Burford

Mike Burford | Engineer (Drainage and Coastal), Engineering Services, **Arun District Council** | Location: Second Floor,
 Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF
 Internal: 37818 | External: +44 (0) 1903 737818 | E-mail: mike.burford@arun.gov.uk

Visit Arun's web site at www.arun.gov.uk  Save the environment - think before you print.

From: Brian Holland
 Sent: 05 March 2012 15:39
 To: Mike Burford
 Subject: FW: Planning Consultation on: LU/42/12/

Brian Holland | Engineering Services Manager, Greenspace, Engineering & Emergency Planning, **Arun District Council** |
 Location: 2nd Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF
 Internal: 37815 | External: +44 (0) 1903 737815 | E-mail: E-mail@arun.gov.uk

Arun Is Working in Partnership with Chichester District Council

Visit our web sites at www.arun.gov.uk and www.chichester.gov.uk

 Save the environment - think before you print.

Sent: 05 March 2012 10:30
 To: Brian Holland
 Subject: Planning Consultation on: LU/42/12/

*****DO NOT CHANGE OR DELETE THIS EMAIL *****

To: Engineering Services Manager

**NOTIFICATION FROM ARUN DISTRICT COUNCIL
 TOWN AND COUNTRY PLANNING ACT 1990**

APPLICATION LU/42/12/
NO:
Registered: 05-MAR-12
Site 3 New Road Littlehampton BN17 5AX
Address:

Grid Reference: 502760 101988
Category: Plan Applicat'n
Description of Works: Change of use from B1 (Business) to Residential

The Council have received the above planning application. I shall be pleased to receive any observations you may wish to make.

Click here to view the application details

Should you have any comments to make, these should be sent by **replying to this email** by .

You can also monitor the progress of this application through the Council web site:

06/03/2012

www.arun.gov.uk/planning

Please be aware that any comments you may make will be available on our website so please do not insert personal details or signatures on your reply.

In the absence of a reply within the period stated, I shall assume that you have no observations to make.

The officer dealing with this application is Mr P Cleveland who can be contacted on telephone number 01903 737631.

Thanking you in anticipation

Regards
Planning Case Officer

consultee_email

VISIT DETAILS

ADDRESS:

TOPOGRAPHY:

REES:

BUNDARY TREATMENT:

Dwarf wall to front

CHARACTERISTICS:

Types: 1/ 2/ 3

4/ Detached/ Terraced

Render

Concrete tiles

Bay windows to front

TYPE OF LOCALITY:

Urban/ Rural

Ad/ Residential Road/ Cul-de-sac

Wellings:

ots:

ng windows:

Acceptable - subject
to FRA + EA
comment.

Lidl Opposite

Shop at GF level to
L W - Res to L



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

Mr B Elstone
14 Sutton Avenue
Rustington
West Sussex
BN16 2ET

Your Ref:
Our Ref : LU/42/12/
Please ask for:
Mr P Cleveland
01903 737631

5th March 2012

Dear Mr Elstone

The Town and Country Planning Act 1990 (as amended)

Change of use from B1 (Business) to Residential
3 New Road Littlehampton BN17 5AX

Receipt No P89298 Amount: £ 335.00

VAT Number 193 5586 24

TOTAL PAID: £ 335.00

Thank you for your recent planning application, which was accepted as a valid application on 5th March 2012. It is being dealt with by Mr P Cleveland who will be able to help you by telephone, should you have any questions. However, I would point out that it will not be possible for you to meet with the case officer unless a prior appointment has been arranged.

This Council is legally obliged to publicise all planning applications received. I would be grateful if you would display the enclosed notice on or near the site for 21 days from the date you receive this letter in a position where it can easily be seen by the general public. A decision cannot be made until which is the end of the advertising period.

If you have not received a decision by 30th April 2012 and have not agreed in writing to extend this time limit, or been advised that your application is invalid, you are entitled to appeal to the Secretary of State in accordance with the Town and Country Planning Act within 6 months from the date by which the decision should have been made (unless the application has been referred to the Secretary of State by this Council for decision). Appeals must be made on a form which is obtainable from the Planning Inspectorate, Customer Support Unit, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN.

Please be aware that some of our correspondence including the Decision Notification will be sent by email if you have provided an email address on your forms. It is therefore important to inform us if your email address changes throughout the course of the application.

This proposal is one to which the Building Regulations apply. You may wish to wait for a planning decision before making a submission under the Building Regulations but you should not start any structural work before obtaining Building Regulations approval. The necessary submission forms and fee details can be down loaded from the Arun District Council website www.arun.gov.uk. or you can contact this office for copies.

Julie Grieves

From: Brian Elstone [REDACTED]
Sent: 05 March 2012 08:35
To: Planning.Responses
Subject: Re: Request for further information on Your Ref: N/A Our Ref: LU/42/12/
Attachments: Plans A3 Proposed plans & Elevations (1).pdf; Plans A3 Existing plans and elevations (1).pdf
For the attention of Mrs. J Grieves

Please find attached copies of drawings relating to the above application, showing the existing and proposed floor plans and elevations.

As outlined in the national guideline list these are at a scale of 1:100.

If you require any further information please call me.

Kind regards

Brian

Brian Elstone MCIOB, RMaPS, MBEng.
Brian Elstone Surveying Services Ltd
14 Sutton Avenue,
Rustington,
West Sussex,
BN16 2ET

[REDACTED]

NOTE: This email and any attachment is CONFIDENTIAL and is intended solely for the addressee. The contents may be privileged and must not be disclosed to or used by anyone other than the addressee. If you have received the message in error please destroy it and advise the sender.

----- Original Message -----

From: planning.responses@arun.gov.uk
To: [REDACTED]
Sent: Friday, February 24, 2012 3:27 PM
Subject: Request for further information on Your Ref: N/A Our Ref: LU/42/12/

<http://www.arun.gov.uk>
NLPG UPRN 100062237016
DX 57406 Littlehampton

Important Notice This e-mail is intended exclusively for the addressee and may contain information that is confidential and/or privileged. If you are not the intended recipient (or authorised to receive it for the addressee), please notify the sender and delete the e-mail immediately; using, copying, or disclosing it to anyone else, is strictly prohibited and may be unlawful. Any views, opinions or options presented are solely those of the author and do not necessarily represent those of Arun District Council. The information in this e-mail may be subject to public disclosure under the Freedom of Information Act 2000, therefore we cannot guarantee that we will not provide the whole or part of this e-mail to a third party. The Council reserves the right to monitor e-mails in accordance with relevant legislation. Whilst outgoing e-mails are checked for viruses, we cannot guarantee this e-mail is virus-free or has not been intercepted or changed and we do not accept liability for any damage caused. Any reference to "e-mail" in this disclaimer includes any attachments.



Mr B Elstone
14 Sutton Avenue
Rustington
West Sussex
BN16 2ET

Dear Mr Elstone

**The Town and Country Planning Act 1990 (as amended)
Town and Country Planning Development Management Procedure Order 2010 (as amended)**

**Change of use from B1 (Business) to Residential
3 New Road Littlehampton**

Thank you for your recent application which I received on 21st February 2012. It is being dealt with by Mrs J Grieves who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

Please provide 3 paper copies of existing and proposed floor plans at a scale of 1:50 in accordance with the guidance notes available on our website detailed below (click on National List). Where there is no change, these should be titled existing & proposed.

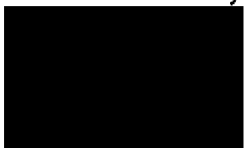
Please provide 3 paper copies of existing and proposed elevations in accordance with the guidance notes available on our website detailed below (click on National List). Where there is no change, these should be titled Existing & Proposed

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by 9th March 2012. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

Yours sincerely



Karl Roberts
Assistant Director Planning Services &
Housing Strategy

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

Our Ref: LU/42/12/

Your Ref:

Please ask for:

Mrs J Grieves
Technical Support Unit Assistant
24th February 2012

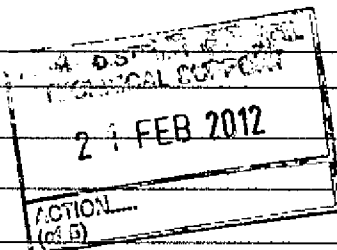
WSCC Local Development Division (Includes ROW/Archaeology/ Ecology/ Highways/Reg3/4/Strategic)	WSE	
Listed Building Design	WSD + CO	
Agricultural Appraisal	WAA	
West Sussex Waste Disposal	WWD	
Commission for Social Care Inspection	RHU	
Playschool Registration Unit	PRU	
Highways Agency and Consultants Interoute	HA & MO	
English Heritage (Parks/Gardens Special Interest only)	EH2	
West Sussex Health Authority (Eastern Area)	WHA	
West Sussex Health Authority (Western Area)	CHA	
Southern Water	SWW	
Environment Agency (Zone 2, 3 or 2/3)	EA	
Portsmouth Water Co.	PW	
Railway consultee	RP	
English Nature	EN	
Sussex Police	POL	
English Heritage (for apps affecting grade 1 or 2* LB's)	EH	
Garden History Society	GHS	
Health & Safety Executive	HSE	
Sport England South East	SPO	
West Sussex Fire and Rescue (Water And Access Management)	WFW	
Department for Environment, Food & Rural Affairs	DEF	
The Countryside Agency	COA	
South East England Regional Assembly	SEE	
Western Sussex Primary Care Trust	PCT	
South East Economic Development Agency	ECD	
National Planning Casework Unit	MFF	
Ministry of Defence Safeguarding - choose from either: general planning applications MO1 , for Wind Turbines MOD , or for Offshore developments MO2		
The Theatres Trust	TTT	
Estates Property	PS	
Adjoining Council (Worthing/ Chichester/Horsham/ North Mundham Parish Council/South Downs National Park)	WOR/CHI/HOR/ NMP/NP	
Landscapes	LDS	
Arboriculturist	HOR	
Environmental Health	FS	
Leisure Services	TL	
Concessions Officer	CON	
Engineers - All to go to Brian Holland + Fluvial flooding (Simon Power) END or Coastal Protection (Roger Spencer) ENC or Structural (Bruce Taunton) ENS	ENG	
Council Tax	CTR	
Building Control	BC	
Economic Regeneration	ER	
Housing Policy	HOU	
Housing Management	CHO	
Local Plans	FP	
Conservation Officer	CO	
Planning Solicitor	LEG	
Elections	EL	
Car Parks	CAR	
Environmental Amenities and Community Safety	EAC	
Windturbine Developments - Directorate of Airspace Policy - CAA Ministry of Defence Safeguarding MOD Ofcom - OFC, NERL Safeguarding-NATS-CTC - WFC		
TSU WILL ALWAYS DO:		
Relevant Parish Council		
CAAC - any app falling within a Conservation Area (enter group code CAA)		
Six Societies - any demolition to a listed building (AMS, CBA, GG, SPA, VS + EH for principle demolition + LOCAL GROUPS ABS, LVC, FVS, AS, EPK, FCG, FNV)		
Ian Brewster - any tree applications (HOR)		
Environment Agency - if development in a flood plain (EA)		
Southern Water - development over a public sewer or If in Barnham Drainage Area		
Adjoining Parish/Town Council if Dual Parish application		
Southern Gas Networks GBO (Check Utility Maps - applies in Shripney and Crossbush)		

3 New Road, Littlehampton.

αβχδ VALIDATION CHECKLIST

APPLICATION FOR PLANNING PERMISSION

Three copies of all documents unless stated otherwise or submitted electronically. This form must be completed in accordance with the Arun District Council Validation checklist National and Local list of requirements. Failure to complete all boxes will result in your application being returned as invalid.



	YES	N/A
Completed form	☒	
Completed Ownership Certificate	☐	
Agricultural Holdings Certificate	☐	
Design and Access Statement	☒	☐
✓ The appropriate fee (if n/a, why?) £335-00.	☒	☐
Location plan	☒	
Block or Site plan	☒	
Existing & Proposed Elevations	☐	☒
Existing & Proposed Floor plans	☐	☒
Street Scene Elevation	☐	☒
Sections and finished floor and site levels	☐	☒
Existing & Proposed Roof plans	☐	☒
LOCAL REQUIREMENTS	YES	N/A
Affordable Housing Statement	☐	☒
Bin Storage and Collection Statement	☒	☐
Biodiversity Survey and Report	☐	☒
Environmental Impact Assessment (EIA)	☐	☒
Flood Risk Assessment	☒	☐
Heritage Statement	☐	☒
Land contamination assessment	☐	☒
Landscaping details	☐	☒
Lighting Assessment	☐	☒
Loss of Retail Use Statement: Viability Statement	☐	☒
Noise assessment	☐	☒
Open Space Assessment See Access Statement.	☒	☐
Parking Layout/Access plan	☐	☒
Planning Statement	☐	☒
Retail Impact Assessment	☐	☒
Structural survey	☐	☒
Transport Assessment/travel plan	☐	☒
Tree survey	☐	☒
Ventilation/extraction statement	☐	☒

3 New Road, Littlehampton.

αβχδ VALIDATION CHECKLIST

LOCAL REQUIREMENTS FOR SPECIFIC APPLICATION TYPES		
For open air cafes	☐	☒
Site layout plan at scale of 1:100/1:200 detailing position of barrier(s), position of front and back edge of footway and position of all tables and chairs, and existing street furniture.	☐	
Elevations/materials of proposed barriers at scale of 1:50/1:100.	☐	
For new external access ramps	☐	☒
Ground floor plan at scale of 1:50/1:100 detailing position and gradient of ramp	☐	
Drawing of barrier/handrails at scale of 1:20/1:50	☐	
For residential conversions involving use of basements	☐	☒
Sections at 1:50 detailing both internal floor level of conversion and external ground level for minimum distance of 12 metres from external wall	☐	
For residential conversions involving use of roofspace	☐	☒
Internal section at 1:50 through roofspace demonstrating headroom and position of rooflights/other openings	☐	
For new shopfronts	☐	☒
Section at 1:50 detailing projection of any signage, canopies and roller shutters	☐	☒
Detailed specification of any proposed roller shutters including colour, materials and degree of permeability	☐	☒
For planning applications involving telecommunications development	☐	☒
Evidence that the developer has given appropriate notice of the proposed development in accordance with A.3 (1) of Part 24 of Schedule 2 of the General Permitted Development Order 1995.	☐	
Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an airfield evidence that the developer has notified the Civil Aviation Authority, Secretary of State for Defence or the Aerodrome operator in accordance with A.3 (2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.	☐	
Layout Plan at scale of 1:100/1:200 detailing position of structure.	☐	
Elevation Plan at scale of 1:50/1:100 detailing height of structure.	☐	
Section through structure at scale of 1:10/1:20 detailing width of structure.	☐	
Certificate/Statement confirming compliance with of ICNIRP (International Commission on Non-Ionizing Radiation Protection) and diagram indicating beam of greatest intensity.	☐	
Existing and proposed coverage maps.	☐	
Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area.	☐	