

Ms Emma Poland
116 High Street
Hurstpierpoint
BN6 9PX

Please ask for: Ms Iqraa Malik
Email: iqraa.malik@terraquest.co.uk
Telephone: 01212341390
Our Ref: M/121/21/HH
Your Ref:
Date: 25th August 2021

Dear Ms Poland,

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: Retention of two storey rear extension, conversion of garage to habitable use, 3 x side dormers and 1 x rear dormer with balcony
Location: Driftwood Manor Way Elmer Middleton-On-Sea PO22 6LA

Thank you for your recent application which I received on 24th August 2021. 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 valid application until the following item(s) have been received or resolved :-

Form

Please confirm in writing your acceptance of the amended description.

Retention of two storey rear extension, conversion of garage to habitable use, 3 x side dormers and 1 x rear dormer with balcony

Location Plan

Please submit 1 electronic or 3 paper copies of a location plan at a scale of 1:1250 or 1:2500 for rural areas. Further details of what must be included on the plan can be found in the Validation Requirements List.

Block Plan

Please submit a block plan with dimensions from the proposed extension to all site boundaries at a scale of 1:500. Further details of what must be included on the plan can be found in the Validation Requirements List.

Roof Plan

Please submit 1 electronic or 3 paper copies of existing and proposed roof plan. Please refer to the Validation Requirements List for further details.

CIL Additional Information Form

This application may be CIL liable, please complete and return the Form1 CIL Additional

Information. The form and further information about CIL can be found on the website: www.arun.gov.uk/cil

Plans

The garage and garden room window measures inconsistently between the existing/proposed ground floor plan and the existing/proposed north elevation. Please amend

Existing and Proposed Plans

The windows are inconsistent between the existing first floor and existing west/east elevations. Along with this, they are also inconsistent between the proposed first floor plan and the proposed west elevation. Please review and amend.

Plans

As the works have already been completed, please amend labels of the existing plans to 'pre-existing' and proposed plans to 'existing'.

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.

Lidsey Foul Water - Environmental Assessment Statement

The site for this planning application lies within the Lidsey Foul Water Treatment Catchment Area, please confirm whether your scheme is going to involve works which would require connection to foul drainage and whether you will be connecting to the existing public mains drainage system. If you are not and you will be connecting into a septic tank, cesspool or other means of private independent facility, you will need to submit an environmental assessment. Further details of what should be included in the statement can be found in the Validation Requirements List.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <https://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 **8th September 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
<https://www.arun.gov.uk/privacy-policy/>

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.

To register to receive notification of planning applications in your area, please go to
<https://www1.arun.gov.uk/planning-application-finder>