



Mr P Gardner
Brook House
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Halisham
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Arun District Council
Arun Civic Centre
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Our Ref: P/25/18/PL

Your Ref:

**Please ask for:
Mrs D Johnson
01903 737762**

4th April 2018

Dear Mr Gardner

**Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015
Application for Full Planning Permission**

Development Demolition of existing garage, roof alterations to existing dwelling to provide first floor & 1 No. new dwelling in garden of existing dwelling.
Location Jenin Nyetimber Lane Pagham

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are received or resolved:-

The proposed floor plans and elevations of the new house do not accord. Please check the floor plans and elevations and make the changes accordingly.

Local Validation Checklist

Please provide the Local Validation Requirements Checklist in order to comply with the local validation requirements. No further validation will take place until this is received.

Biodiversity Checklist

Please provide the Biodiversity Checklist so that so that the ecological impacts of proposals can be assessed. Both the checklist and the guidance notes are available on the Council's website and further information can be found in the Local Validation Requirements. No further validation will take place until this is received.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required 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 **18th April 2018**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

Yours sincerely

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther