

Mr Matthew Wright
50 St Thomas Drive
Pagham
Bognor Regis
PO21 4UA

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: P/40/21/CLP
Your Ref:
Date: 29th March 2021

Dear Mr Wright,

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article 39

Lawful Development Certificate for a Proposed Use or Development

Development: This proposal is to convert an existing conservatory on my property to a solid walled construction. The current low wall (770mm) will remain in place and solid walls will replace the existing glazed sides and front. Additionally the plastic roof will be replaced with a solid roof. The build will have two sky lights (1000mm x 2500mm) and a bi-fold door (3000mm x 2100mm) facing the same direction as the existing door. There will be no additional windows on the build. The dimensions of the construction will remain the same as the existing conservatory with no planned alternations to any other feature other than those previously mentioned. This will all be subject to any requirements from building control.

Existing exterior dimensions:
Width - 8220mm
Depth - 3680mm
Roof at highest point - 2675mm
Roof at lowest point - 2450mm

Location: 50 St Thomas Drive Pagham PO21 4UA

Thank you for your recent application which I received on 15th March 2021. It is being validated by Nicola Moore 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 :-

Location Plan

The submitted Location Plan is not to scale. Please re submit ensuring the scale is correct at either 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.

Floor Plans

Please submit 1 electronic or 3 paper copies of clearly labelled existing and proposed floor plans at a scale of 1:50 or 1:100. Further details 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: <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.

Please provide the above by **12th April 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

PLEASE NOTE: Essential IT work will be carried out during the week of 12 April 2021 and there will be no access to the planning records on the website. It will not be possible to follow the progress of an application, view any documents or make on line comments. To ensure that no one is disadvantaged the publicity period will be extended by a week on planning applications where the publicity period falls over this week. The site notices and documentation will quote the extended date if this is applicable.

All aspects of planning, building control and local land charges will be limited during this week. If you do need to contact the case officer during this week you will need to be able to provide the exact reference number and as much detail as possible. The service will be extremely limited and it would be best to contact us either before 12 April, or after, when the work is completed on 19 April 2021.

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.

To register to receive notification of planning applications in your area, please go to <https://www.arun.gov.uk/planning> and click into Local Planning Application Finder.