



Mr D Keele
20 Oak Tree Close
Mill Farm Park
Pagham
Bognor Regis
PO21 3PN

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
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Our Ref: P/98/14/PL

Your Ref:

**Please ask for:
Miss K Garner
01903 737711 x 37467**

Dear Mr Keele

30th September 2014

**Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended)
Application for Planning Permission**

Development Convert part of north garden curtilage into a car parking space.
Location 20 Oaktree Close Mill Farm Park Pagham

Thank you for your recent application which I received on 26th September 2014. It is being validated by Miss K Garner 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 :-

No Certificate

The ownership certificate details on the application form were not completed. Please resubmit the application form with the correct certificate section completed, together with any Article 11 notice to be served on owners and tenants where this is appropriate. Please refer to the National Validation Requirements.

Location Plan

Your Location plan is not to scale. Please submit 1 electronic or 3 paper copies of an amended location plan at a scale of 1:1250 with the site edged in red. Further details of what must be included on the plan can be found in the National Validation Requirements.

Block Plan

Your Block plan is not to scale. Please submit 1 electronic or 3 paper copies of a block plan at a scale of 1:500 with the proposals clearly indicated/hatched on the plan. Further details of what must be included on the plan can be found in the National Validation Requirements.

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 Local Validation Requirements for further details and contact details for the Environment Agency.

Foul and Surface Water Drainage Statement

Please provide the above statement to explain your provisions for surface water drainage on the proposed hardstanding in accordance with our Local validation requirements.
Confirm foul drainage is to remain as existing.

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.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>. 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 **14th October 2014** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Karl Roberts', with a long, sweeping horizontal line underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration