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Please ask for: Ms Iqraa Malik  
Email: [iqraa.malik@terraquest.co.uk](mailto:iqraa.malik@terraquest.co.uk)  
Telephone: 0121 234 1390  
Our Ref: R/236/21/HH  
Your Ref:  
Date: 21st October 2021

Dear Mr Whitby,

**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:** Erection of single storey rear extension  
**Location:** 30 Mill Lane Rustington BN16 3JN

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 matters are resolved:-

**Location Plan**

Please submit 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 the 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.

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 **4th November 2021**. 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.

If this letter has crossed with you providing the information, please ignore it.

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>