Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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website: www.arun.gov.uk/planning

Mr Ian Ayres
Flat 2a
22 Florence Road
Brighton
Ayres Developments Ltd
BN1 6DJ

Our Ref: R/294/18/HH
Your Ref:

Please ask for:
Sian Eggington
0121 2341390

19th December 2018

Dear Mr Ayres

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 Installation of a new bathroom window on side (west) elevation of house

Location 4 Ingram Close Rustington

Thank you for your recent application which I received on 17th December 2018. It is being validated by Sian Eggington 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 :-

Block Plan

Please submit 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500 or 1:200. Further details of what must be included on the plan can be found in the National Validation Requirements.

PDF: You are required to submit all plans as a PDF with a stated scale. Please submit accordingly.

Existing Elevation: Please provide an existing elevation for this application. Please submit this at a stated standard metric scale such as 1:50 or 1:100, with a scale bar or dimensions annotation to allow confirmation of the scale.

Floor Plans: Please provide the proposed and existing floor plans for this application to show the changes. Please submit this at a stated standard metric scale such as 1:50 or 1:100, with a scale bar or dimensions annotation to allow confirmation of the scale.

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.

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For further detailed information on both the National and Local Validation Requirements please go to our website: **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 **2nd January 2019** or your application will be closed 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



Neil Crowther
Group Head of Planning