



Mrs Amanda Banfield
1 Orchard Crescent,
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Walberton
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Our Ref: WA/50/18/PL

Your Ref:

**Please ask for:
Miss C Burrows
01903 737500 x37459**

Dear Mrs A Banfield

23rd May 2018

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

Development Change of use from A1 (Shops) retail to C3a (Dwellinghouses) residential. Integrate the retail area parlour shop into family living space at rear.

Location 1 Orchard Crescent (Focus On Flora) Arundel Road Walberton

Thank you for your recent application which I received on 3rd May 2018. It is being validated by Miss C Burrows 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 :-

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 National Validation Requirements.

Please confirm if there are to be any structural changes to the dwelling. If there are then existing and proposed elevations will be required.

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.

Economic Development Statement

All planning applications which result in the loss of commercial premises, the loss of retail premises or the change of use of retail units from Class A1 to the class A units in town/local centres as defined in the local plan or village/parade shops must be accompanied by an Economic Development Statement as set out in the Local Validation Requirements.

Lidsey Foul Water - Environmental Assessment

The site for this planning application lies within the Lidsey Drainage Catchment Area, please confirm whether your scheme is going to involve works which would require connection to foul drainage and whether you will be connecting to the existing public mains drainage system. If you are not and you will be connecting into a septic tank, cesspool or other means of private independent facility, you will need to submit an environmental assessment. Further details of what should be included in the statement can be found in the Local Validation Requirements.

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/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 **6th June 2018** 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