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Our Ref: WA/94/17/HH

Your Ref:

**Please ask for:
Mrs D Johnson
01903 737762**

Dear Mr Quantrill

9th January 2018

**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 Side extension & garage conversion, new dormers to front and rear elevations, 3 No. roof lights to side elevations, 2 No. solar panels to side elevation & 1 No. new window to front elevation.

Location Byways West Walberton Lane Walberton

Thank you for your recent application which I received on 14th December 2017. It is being validated by Mrs D Johnson 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. Please highlight the proposed works.

Please confirm the amended description is satisfactory.

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 **23rd January 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

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther
Group Head of Planning