



Mr R Anscombe
1 Watermeadow Cottages
Waterworks Lane
Warningcamp
Arundel
BN18 9QL

Dear Mr Anscombe

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

**Our Ref: W/10/11/
Your Ref:**

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445
8th November 2011

**The Town and Country Planning Act 1990 (as amended)
Town and Country Planning Development Management Procedure Order 2010 (as amended)**

Add dormer window to outbuilding (this application lies within the South Downs National Park Authority)

1 Watermeadow Cottages Waterworks Lane Warningcamp

Thank you for your recent application which I received on 3rd November 2011. It is being dealt with by Mrs S Honney-Bayes who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

I require 1 electronic or 3 paper copies of a revised block/site plan at a scale of 1:500 (the plan provided is not to scale), showing the proposed works clearly highlighted and a north point, in accordance with the guidance notes available on our website detailed below (click on National List).

I require 1 electronic or 3 paper copies of a revised location plan at a scale of 1:1250 (the plan provided is not to scale), showing a red edge around the application site, at least 1 named road and a north point, in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide 1 electronic or 3 paper copies of existing and proposed floor plans at a scale of 1:50 or 1:100 in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide 1 electronic or 3 paper copies of existing and proposed elevations in accordance with the guidance notes available on our website detailed below (click on National List).

Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Householder Forms - Household Extension - and click on Checklist)

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For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by 22nd November 2011. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

Yours sincerely



Karl Roberts
Assistant Director Planning Services &
Housing Strategy

pmac42

Mr R Anscombe
1 Watermeadow Cottages
Waterworks Lane
Warningcamp
Arundel
BN18 9QL

Your Ref:
Our Ref: W/10/11/
Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445
23rd November 2011

Dear Mr Anscombe

The Town and Country Planning Act 1990 (as amended)

Add dormer window to outbuilding (this application lies within the South Downs National Park Authority)

1 Watermeadow Cottages Waterworks Lane Warningcamp BN18 9QL

I refer to your application and matters remaining outstanding which I have referred to previously

I have not received a reply from you and would advise you that unless I received the requested information, within a period of ten days from the date of this letter, I will have no alternative but to return your documentation to you and take no further action with respect to this application.

In this event I will retain one copy of all submitted documentation for my record purposes.

This matter is being dealt with by Mrs S Honney-Bayes who will be able to help you should you have any questions.

Yours sincerely



Karl Roberts
Assistant Director Planning Services &
Housing Strategy

SHB

PMAC50

View Details for Email number 96572

To : rogeranscombe@pro-opt.co.uk Date 08-11-2011
Queued : 15:55

From : planning.responses@arun.gov.uk Date Sent : 08-11-2011
17:03

Subject : Request for further information on Your Ref: PP-01677187 Our Ref:
W/10/11/

File : O:\email\W_10_11_155540_96572.pdf

Document : pmac42 Reference : W/10/11/

Status : **Sent Successfully**

Select Action :

Siobhan Honney-Bayes

From: Nicola Spencer
Sent: 01 December 2011 11:00
To: Siobhan Honney-Bayes
Subject: FW: Watermeadow Cottages (W/10/11/)
Attachments: Location Plan - Watermeadow Cottages W_10_11_.pdf; ATT276305.htm; Watermeadows Elevations Plan.jpg; ATT276306.htm; Block Plan - Watermeadow Cottages W_10_11_.doc; ATT276307.htm

Could you have a look at these and let me know if OK

<u>Nicola Spencer</u> Technical Support Manager, Planning Department, <u>Arun District Council</u> Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF Internal: 37446 External: +44 (0) 1903 737500 ext 37446 E-mail: nicola.spencer@arun.gov.uk

Visit Arun's web site at www.arun.gov.uk



Save the environment - think before you print.

From: Roger Anscombe
Sent: 01 December 2011 09:51
To: Nicola Spencer
Subject: Watermeadow Cottages (W/10/11/)

Dear Nicola,

Thank you very much for your help yesterday, I greatly appreciated it.
Please find attached the plans that I will be submitting. Could you please let me know if they are acceptable?

Kind regards,
Roger Anscombe

1 Watermeadow Cottages
Warningcamp
Arundel
West Sussex
BN18 9QL

Siobhan Honney-Bayes

From: Nicola Spencer
Sent: 05 December 2011 16:06
To: Siobhan Honney-Bayes
Subject: FW: Watermeadow Cottages (W/10/11/)
Attachments: Block Plan - Watermeadow Cottages W_10_11_.doc; ATT05126.htm; Elevations Plan - Watermeadow Cottages W_10_11_.pdf; ATT05127.htm; Location Plan - Watermeadow Cottages W_10_11_.pdf; ATT05128.htm

Can you check this one- I will go back to him

Nicola Spencer | Technical Support Manager, Planning Department, Arun District Council | Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

Internal: 37446 | External: +44 (0) 1903 737500 ext 37446 | E-mail: nicola.spencer@arun.gov.uk

Visit Arun's web site at www.arun.gov.uk



Save the environment - think before you print.

From: [REDACTED]
Sent: 01 December 2011 20:44
To: Nicola Spencer
Subject: Re: Watermeadow Cottages (W/10/11/)

Dear Nicola,

Hopefully I have made all the amendments that you require.

I wasn't sure if you asked me to amend the location plan. Hopefully the additional information in the block plan re location will be sufficient.

Please let me know if the attached are okay.

Kind regards,
Roger Anscombe

Siobhan Honney-Bayes

From: Nicola Spencer
Sent: 05 December 2011 16:07
To: Siobhan Honney-Bayes
Subject: FW: Watermeadow Cottages (W/10/11/)

Attachments: Location Plan - Watermeadow Cottages W_10_11__1.pdf; ATT04868.htm

Also check this one. If it prints OK I think it is sufficient. I'll go back to him on Wednesday if OK.

Nicola Spencer | Technical Support Manager, Planning Department, Arun District Council | Location: First Floor, Arun
Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

Internal: 37446 | External: +44 (0) 1903 737500 ext 37446 | E-mail: nicola.spencer@arun.gov.uk

Visit Arun's web site at www.arun.gov.uk



Save the environment - think before you print.

Sent: 02 December 2011 15:22
To: Nicola Spencer
Subject: Fwd: Watermeadow Cottages (W/10/11/)

Dear Nicola,

I have amended the location plan to add some more information on the premise that there can never be too much.

Please let me know if it is okay.

Kind regards,
Roger Anscombe

Sir an Honney-Bayes

From: Sue Bowley on behalf of Planning
Sent: 08 December 2011 10:00
To: Siobhan Honney-Bayes
Subject: FW: Attn: Mrs Honney-Bayes W/10/11
Attachments: Elevations Plan - Watermeadow Cottages (existing) W_10_11__1.pdf; ATT05054.htm;
Location Plan - Watermeadow Cottages W_10_11__2.pdf; ATT05055.htm

From: Roger Anscombe [REDACTED]
Sent: 07 December 2011 16:00
To: Planning
Subject: Re: Attn: Mrs Honney-Bayes W/10/11

Hello again,

I have printed these off scaled to A4 then rescanned them, if this doesn't work then I will probably give up!

Kind regards,
Roger Anscombe

Siobhan Honney-Bayes

From: Carolyn Nysingh on behalf of Planning
Sent: 09 December 2011 10:30
To: Siobhan Honney-Bayes
Subject: FW: Attn: Mrs Honney-Bayes W/10/11
Attachments: Elevations Plan - Watermeadow Cottages W-10-11-(existing)_scanned.pdf; ATT37284.htm;
Location Plan - Watermeadow Cottages W_10_11__3_scanned.pdf; ATT37285.htm

From: Roger Anscomb [REDACTED]
Sent: 08 December 2011 13:56
To: Planning
Subject: Re: Attn: Mrs Honney-Bayes W/10/11

Hello, as requested.

Talk soon.
Roger

Mr R Anscombe
1 Watermeadow Cottages
Waterworks Lane
Warningcamp
Arundel
BN18 9QL

Your Ref:
Our Ref : W/10/11/
Please ask for:
Mr J Smith
Direct Dial 01903 737761

14th December 2011

Dear Mr Anscombe

The Town and Country Planning Act 1990 (as amended)

Add dormer window to outbuilding (this application lies within the South Downs National Park Authority)

1 Watermeadow Cottages Waterworks Lane Warningcamp BN18 9QL

Receipt No P88482

Amount: £ 150.00

VAT Number 193 5586 24

TOTAL PAID: £ 150.00

Thank you for your recent planning application, which was accepted as a valid application on 8th December 2011. It is being dealt with by Mr J Smith who will be able to help you by telephone, should you have any questions. However, I would point out that it will not be possible for you to meet with the case officer unless a prior appointment has been arranged.

This application lies within the South Downs National Park. The application will be dealt with and determined by Arun District Council, acting as an agent for the South Downs National Park Authority (SDNPA) unless it is called in by the SDNPA, in which case you will be notified accordingly. Further details regarding this agency agreement can be found on the Council's website at www.arun.gov.uk.

PLEASE NOTE: The SDNPA reserves the right to 'call in' any application during the application process. If this should become necessary you will be informed in writing stating the reason for the 'call in'. Unless you are informed to this effect, your application will be determined by this Council, either under delegated powers, or under the Council's planning committee process, acting as an agent of the SDNPA.

This Council is legally obliged to publicise all planning applications received. I would be grateful if you would display the enclosed notice on or near the site for 21 days from the date you receive this letter in a position where it can easily be seen by the general public. A decision cannot be made until 12th January 2012 which is the end of the advertising period.

If you have not received a decision by 2nd February 2012 and have not agreed in writing to extend this time limit, or been advised that your application is invalid, you are entitled to appeal to the Secretary of State in accordance with the Town and Country Planning Act within 6 months from the date by which the decision should have been made (unless the application has been referred to the Secretary of State by this Council for decision). Appeals must be made on a form which is obtainable from the Planning Inspectorate, Customer Support Unit, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN.

Please be aware that some of our correspondence including the Decision Notification will be sent by email if you have provided an email address on your forms. It is therefore important to inform us if your email address changes throughout the course of the application.

This acknowledgement only relates to planning and does not relate to any other legislation which may or may not apply such as Building Regulations. You will need to carry out your own checks to determine whether any other consents or permissions are required. For advice on whether Building Regulations are required please visit the government's website www.planningportal.gov.uk or seek your own professional advice. If you are in any doubt you will need to submit a formal Building Regulations submission.

Please do not hesitate to contact us if you have any queries.

Yours sincerely

A handwritten signature in black ink, appearing to read 'KARL', with a stylized flourish underneath.

Karl Roberts
Assistant Director Planning Services &
Housing Strategy