



Mr M Ralph
7 Aldwick Gardens
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Our Ref: Y/40/15/PL
Your Ref:

Please ask for:
Mrs J Grieves
01903 737711 x 37448

Dear Mr Ralph

12th May 2015

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

Development Installation of 4 no. 1.2 x 1.2 UPVC white double glazed windows. Change of use from B1 (Business) & B8 (Storage & Distribution) to sheltered employment.

Location 23/24 Orchard Business Park North End Road Yapton

Thank you for your recent application which I received on 1st May 2015. It is being validated by Mrs J Grieves 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 :-

No fee accompanied your application. I suggest that the required fee is £385 and would be grateful if you would forward this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

Location Plan

Please submit 1 electronic or 3 paper copies of an amended location plan at a scale of 1:1250 or 1:2500 for rural areas showing 2 named roads clearly edged in red and any other land edged in blue

Please forward elevations/details/pictures/manufacturers information of the windows including dimensions. We require existing and proposed. The drawings sent are not acceptable.

Please forward existing & proposed floor plans. If there are to be no changes then please label it existing & proposed. These must be to scale and show all windows and doors.

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 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.

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 **26th May 2015** or your application will be returned to you 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



Karl Roberts
Assistant Director Planning & Economic Regeneration