

Mr & Mrs Marsh
c/o Mr John Wheatley
30 Maltravers Street
Arundel
BN18 9BU
UK

Our Ref: SDNP/17/04448/HOUS
Contact: Louise Hughes
Tel. No.: 01730 819246

27th September 2017

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

Dear Sir/Madam

PROPOSAL: Conversion and change of use of an existing detached timber framed double car port, to provide bedroom accommodation to the main house, accessed by means of a new glazed link between the two structures

SITE LOCATION: Thomas Cottage , 104 Wepham, The Splash, Burpham, Arundel West Sussex BN18 9RG

This proposal is within the South Downs National Park, and will be processed and determined by the South Downs National Park Authority (SDNPA).

I refer to the above application received on the 30th August 2017, and my previous communication with this regard. The following matters remain outstanding:

2. Please can you provide a Biodiversity Survey and Report because the application you have submitted shows on our constraints to have potential protected and notable species, priority and broad habitats. Please use the following links for guidance:

<https://www.gov.uk/guidance/natural-environment>

<http://sxbrc.org.uk/>

<https://www.hants.gov.uk/landplanningandenvironment/environment/biodiversity/informationcentre>

<http://shop.bsigroup.com/ProductDetail/?pid=000000000030258704>

The Biodiversity Survey and Report is part of our Local Validation List that was adopted on 9th February 2017.

If a fee is due, please make cheques payable to **South Downs National Park Authority.**

To make your application valid the above additional information must be received by **11th October 2017**. Any delay may require Notices and Certificates to be re-dated and/or re-served.

Please quote the above reference number on all returned correspondence.

No further action will be taken on your application until we receive the required information. If it is not received within the date specified above, then the application may be returned as incomplete, and removed from our system. If you need more than 14 days to provide the above information, then please contact the officer noted below as soon as possible.

Please send any further documents or plans requested above to the address shown on the first page of this letter, or send them electronically to planning@southdowns.gov.uk, marked clearly for the attention of the officer noted below and stating the case reference **SDNP/17/04448/HOUS**.

Yours faithfully

Louise Hughes
SDNPA (Arun District area)
planning@southdowns.gov.uk