

Mr Joel Czopor  
Tichborne Arms Riverside Farm Lane  
Tichborne  
Hampshire  
SO24 0NA

Our Ref: SDNP/23/00041/FUL  
Contact: Sue Charles  
Tel. No.: [REDACTED]

6th January 2023

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

Dear Sir/Madam

**PROPOSAL:** We are looking at change of use on a previously used grazing field and use it for an overflow parking as and when the pub main car park is full. The current pub car park was grazing field and was changed under planning before as well. We are proposing to fully hedge the new proposed perimeter with Hawthorn to match in with the species which currently edge the existing car park.

**SITE LOCATION:** Tichborne Arms , Riverside Farm Lane, Tichborne, Hampshire, SO24 0NA

This proposal is within the South Downs National Park. The application will be dealt with and determined by Winchester City Council, acting as an agent for the South Downs National Park Authority (SDNPA), unless it is to be determined, or 'called in', by the SDNPA. If this happens you will be notified accordingly. Further details regarding the agency agreement can be found on the SDNPA website at [www.southdowns.gov.uk](http://www.southdowns.gov.uk).

I refer to the above application received on the 5th January 2023. I regret to inform you that the Authority is unable to validate your application because you have failed to provide the following information or documentation:

1. The submitted CIL form has not been filled out. Please can you fill out the form and re-submit it.
2. Please provide an Ecosystems Services Statement. For guidance please refer to our local validation list, adopted 2nd July 2019.

<https://www.southdowns.gov.uk/planning/making-an-application/local-validation-list/>

3. A Location Plan has not been submitted with the application. Please provide 1 copy, with a red line drawn around the site boundary and a blue line drawn around any other land owned or controlled by the applicant, to a metric scale of 1:1250 or 1:2500. Please ensure the plan shows the wider vicinity including roads and neighbouring properties. Please note, the Location Plan should include a disclaimer that allows the reproduction of the plan for planning purposes. Approved plans can be purchased from the following link:  
<https://www.planningportal.co.uk/planning/planning-applications/buy-a-planning-map>

4. A Site Plan has not been submitted with the application. Please provide 1 copy, with the proposal clearly shown and annotated, to a metric scale of 1:500 or 1:1250. Please note, it will be assumed that all consents are held by the applicant and or their appointed agent that allows reproduction of the plan for planning purposes.
5. The application site is In a conservation area Therefore we require a Heritage Statement to be submitted as part of our Local Validation List. For information on helping you to write a Heritage Statement please follow the link:

<https://www.southdowns.gov.uk/planning/planning-advice/heritage-statements/>

For additional guidance please refer to our local validation list, adopted 2nd July 2019.

<https://www.southdowns.gov.uk/planning/making-an-application/local-validation-list/>

6. We have received no indicative plans with details like levels or section plans for the car park etc. Please provide the remaining application statements and plans at a scale of 1:50 or 1:100 so your application can be validated.

The reason for requiring the information and documents set out above is that the national requirements are statutory and the local list requirements are supported by national and local policy as set out on our local validation list which can be viewed at the following link

<https://www.southdowns.gov.uk/planning/making-an-application/local-validation-list/>

For further information please read the Guidance Notes and Validation Checklist that accompanies each type of Planning Application. This is available from the South Downs National Park Authority website [www.southdowns.gov.uk](http://www.southdowns.gov.uk).

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 **27th January 2023**. 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 21 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 [Sdplanning@winchester.gov.uk](mailto:Sdplanning@winchester.gov.uk), marked clearly for the attention of the officer noted below and stating the case reference **SDNP/23/00041/FUL**.

Yours faithfully

Sue Charles  
Winchester City Council



