

Eleanor Midlane-Ward  
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EWB/23/02566/DOM

20th November 2023

Dear Mr Millar

**Planning Application: EWB/23/02566/DOM**  
**Conversion of existing garage into habitable accommodation with replacement of garage door with double glazed window.**  
**22 Elcombe Close Bracklesham Chichester West Sussex PO20 8QZ**

I acknowledge receipt of the above application which was registered as valid on 13th November 2023. The description of your application may have been amended. Please contact the Case Officer dealing with your application on 01243 534734 as soon as possible if you have any objections. The application will be processed by the case officer (named above) who may need to contact you for clarification or further information. The officer will endeavour to reach a decision on the application within 8 weeks or 13 weeks if a major application. If at the end of the period you have not received a decision in writing, you may appeal to the Secretary of State. You must appeal within six months from the end of the 8 or 13 week period using forms from The Planning Inspectorate, Room 3/04A Kite Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN. [www.planning-inspectorate.gov.uk](http://www.planning-inspectorate.gov.uk).

Please note all comments, details and submissions for this application will shortly be available to view on the Council's Website or by scanning the QR code.



A site notice may be displayed on or near your site which should remain in place until the expiry of the period specified on the notice. After that date please remove the notice and dispose of it. If you are acting as an agent to an applicant please advise your client accordingly. For most applications an officer will call to inspect the site. All officers carry formal identification.

In the interests of health and safety, please would you advise the case officer if there are any hazards on the site, such as dangerous dogs or other animals, derelict buildings, open trenches/holes, or live electricity lines.

Mr Stephen Millar  
22 Elcombe Close  
Bracklesham Bay  
PO20 8QZ

Most straightforward applications are dealt with by senior officers under delegated powers, but the Council has introduced a scheme to allow public speaking at committee meetings where the more complex or controversial applications are decided, and details are available on request.

Yours sincerely

A handwritten signature in blue ink that reads "Andrew Frost". The signature is written in a cursive style with a small horizontal line under the 't'.

**Andrew Frost**  
Director of Planning and the Environment  
Chichester District Council



## Building Control

The Building Act 1984  
The Building Regulations 2010

Dear Sir/Madam

We note that you have made application for Planning Permission for your project, should you be successful with your application, we would like to offer advice regarding the Council's Building Control Service.

We understand that whilst this is a very exciting time for you, perhaps you are also a little apprehensive, as your home is likely to be your largest financial asset and you will want to safeguard it. That is where your Local Authority Building Control team can help give you peace of mind.

### **Introduction to the Building Control Service**

We work with homeowners, local builders, architects and agents to make sure that work carried out in our district is safe, well built and energy efficient. Our surveyors are experienced and qualified and work with designers and builders who value our great local knowledge, impartial professionalism, practical cost-effective advice and responsive inspection service.

Your architect and builder should design and build in accordance with national building regulations standards. We will help you achieve this by checking and approving plans and specifications (if you submit a full plans application), providing advice and guidance throughout the process and visiting your home on a regular basis, during the build stage, to check that the work is being done properly and the correct materials are being used. It's great to have an impartial second pair of eyes there if you are absent or not up to speed with good building practice.

### **Building Control can offer:**

- Free pre application advice
- Advice of structure and fire safety

Fast efficient service - our local surveyors can provide same day inspections, providing that notice is given prior to 10am.

Local site knowledge - e.g. ground conditions, drainage and existing structures

Ongoing advice and support

Chichester District Council Building Control is totally independent and impartial, our primary concern is the safety and well-being of our residents; we are not financially reliant on any building company. Should you be advised and elect to use an alternative Building Control provider, then regrettably Chichester District Council can have no further influence or involvement with your project.



Chichester District Council, Building Control  
East Pallant House  
1 East Pallant,  
Chichester, West Sussex  
PO19 1TY

Telephone: (01243) 534681  
Email: [buildingcontrol@chichester.gov.uk](mailto:buildingcontrol@chichester.gov.uk)

## **How to apply for building regulation approval**

We have information on our website [www.chichester.gov.uk](http://www.chichester.gov.uk) including the application forms, Building Control charges and a guide to extending and renovating your home.

You can start work after you have submitted a Full Plans Application or Building Notice provided you give at least two days notice. You can choose to submit a Building Notice for all domestic work unless it involves building over or near a public sewer. A Full Plans Application provides the peace of mind that your plans are completely approved, and can be submitted for all work except replacement windows and electrical work to a domestic property. In these cases, you would use a Building Notice unless you hire an installer who is FENSA registered for your windows, or an electrician under the Local Authority Building Control Competent Persons Register.

On completion of works, we will issue a Completion Certificate, which you will need when you come to sell your home we will also retain copies of both your plans and certificate, on our system.

**We look forward to working with you on this project!**

**Should you need any further information or require any help, please contact the Building Control Team on 01243 534681 or email [CDC\\_Building\\_Control@chichester.gov.uk](mailto:CDC_Building_Control@chichester.gov.uk).**