

Bright Plan  
Unit 65  
Terminus Road  
Chichester  
PO19 8FY

Please ask for: Mrs D Johnson  
Email: [daun.johnson@arun.gov.uk](mailto:daun.johnson@arun.gov.uk)  
Telephone: 01903 737762  
Our Ref: AL/30/25/OUT  
Your Ref:  
Date: 4th April 2025

Dear Mr O'Halloran,

**Town & Country Planning Act 1990 (as amended)**  
**Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article 5**

**Application for Outline Planning Permission**

**Development:** Outline application with some matters reserved (except access) for 2 No dwellings served from a new access in the location of the existing access. This application is a Departure from the Development Plan.

**Location:** Land Adjacent To 1 Elm Cottage Hook Lane Aldignbourne PO20 3TG

Thank you for your recent application which I received on 2nd April 2025. It is being validated by Mrs D Johnson who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid application until the following item(s) have been received or resolved :-

**Biodiversity Net Gain Metric Tool**

A fully completed statutory biodiversity metric calculation tool must be provided in excel and pdf format. Further details and links to the metric tool can be found in the Validation Requirements List.

Please provide a post development habitat plan.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <https://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.

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.

If providing additional documents or information, please email it to: [planning.responses@arun.gov.uk](mailto:planning.responses@arun.gov.uk) with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **18th April 2025** or your application will be closed as incomplete and where a fee has been paid, I will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. If you have difficulty meeting this deadline please contact the above officer to agree an extension to this time scale. Once the application has been closed, you will need to submit a fresh application if you still want to proceed.

Yours sincerely



**Neil Crowther**  
**Group Head of Planning**

**Essential IT work is being carried out for Planning and Building Control from 4 pm on Friday 4 April until Friday 11 April. During this time, you will still be able to make planning and building control applications, view planning applications and make comments on planning applications but staff will have very limited access to be able to process them. We will have received everything submitted to us but there will be a delay in the processing of new applications and the publishing of new information received after 4pm on Friday 4th. There will also be a very short period of downtime on the website on Friday 11th as the links are updated. We apologise in advance for the delay**

For details of how the Council will deal with your data please refer to our privacy notices on the website <https://www.arun.gov.uk/privacy-policy/>

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to <https://www1.arun.gov.uk/planning-application-finder>