Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF

Tel: 01903 737756
Email: planning@arun.gov.uk
www.arun.gov.uk/planning

Mr B Butcher
Rainbow Cottage
Nyetimber Lane
Aldwick
West Sussex
PO21 3JX

Please ask for: Laura Mills
Email: laura.mills@arun.gov.uk
Telephone: 01903737794
Our Ref: AL/39/26/HH
Your Ref:
Date: 29th May 2026

Dear Mr Butcher,

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

Application for Planning Permission for Works or Extension to a Dwelling

Development: Detached annexe with basement storage.
Location: Long Meadow Dukes Road Fontwell BN18 0SP

Thank you for your recent application which I received on 26th May 2026. It is being validated by Laura Mills 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 :-

No fee accompanied your application. I suggest that the required fee is £272.00 and would be grateful if you would either make payment on line at
https://www1.arun.gov.uk/make-a-payment/start
or forward a cheque made payable to Arun District Council as soon as possible. If you have paid on line, please forward a copy of the fee receipt, so the payment can be quickly linked to the application. Please note we cannot accept cash.

Sections

As this includes basement development, please submit electronic plans showing proposed sections and finished floor/site levels. Further details can be found in the Validation Requirements List.

Form

Please confirm you are happy with the amended description.

Protected Species and Site Survey

As this is in the Singleton and Cocking Tunnels Consultation Zone where bats may be present, a Preliminary Ecological Appraisal (PEA) or similar, should be provided to inform the sites ecological baseline. This should include a desktop search of the Sussex Biodiversity Records Centre Data.

The results should be used to inform the need for additional surveys for protected species/sites. All further species specific surveys must be submitted as part of the application before the application can be validated. Further information on what is required and where to seek guidance can be found in the Validation Requirements List.

Flood Risk Assessment

As this is a detached annexe in the Lidsey Wastewater Treatment Works Catchment Area, this application requires a Flood Risk Assessment. The Environment Agency website provides information on what should be included. Please refer to the Validation Requirements List for further details and contact details for the Environment Agency.

Lidsey Drainage Impact Assessment

This application is for development with the Lidsey Wastewater Treatment Works Catchment Area and a statement explaining how foul and surface water is to be drained from the site is required. The statement must include what measures will be implemented by the applicant to reduce the impact of foul and surface water drainage in the catchment area. Further details of what must be included can be found in the Validation Requirements Lists.

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 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 **12th June 2026** 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

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