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Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk

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Our priorities...

 Improving the wellbeing of Arun	 Delivering the right homes in the right places	 Supporting our environment to support us	 Fulfilling Arun's economic potential	 Our core foundations	 
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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Our priorities...

- Improving the wellbeing of Arun
- Delivering the right homes in the right places
- Supporting our environment to support us
- Fulfilling Arun's economic potential

ARUN DISTRICT COUNCIL

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Our priorities...



Improving the wellbeing of Arun



Delivering the right homes in the right places



Supporting our environment to support us



Fulfilling Arun's economic potential




[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

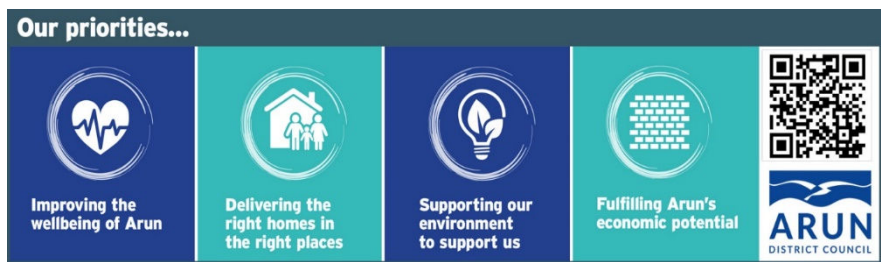
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From: [REDACTED]

Sent: 23 December 2025 19:11

To: Freya Clewley <Freya.Clewley@arun.gov.uk>

Cc: Nicola Spencer <Nicola.Spencer@arun.gov.uk>; Jonny Cooper <Jonny.Cooper@arun.gov.uk>

Subject: RE: Application for Gate AL/89/25/HH

CAUTION: This email originated from outside of the organisation. You should take extra care when clicking links or opening attachments - if you are unsure the content is safe contact the IT Helpdesk before clicking or opening.

Dear Freya,
I have been notified by DFT that the date of publication was incorrect and they have revised dates.

A **Revised** Public Notice has been displayed at both end of Dell Cottage Access Road as of **22nd December 2025 (13:00)**.

A Public Notice will be published in the London Gazette and Chichester Observer **on 15th January 2026** and that 'draft documents are available for public viewing', the objection end period is adjusted accordingly to the 12th February 2026.
Please accept this email as notification of the revised timeline.

Regards

Tim & Allyson Wright

Dell Cottage
Chichester
PO20 3NH

From: [REDACTED]
Sent: 22 December 2025 12:56
To: 'freya.clewley@arun.gov.uk' <freya.clewley@arun.gov.uk>
Cc: 'Nicola Spencer' <Nicola.Spencer@arun.gov.uk>; 'Jonny Cooper' <Jonny.Cooper@arun.gov.uk>
Subject: RE: Application for Gate AL/89/25/HH

Dear Freya,

With respect to the above planning (Status; PERMIT), I can confirm that the associated Stopping up Order SUO4096057(SE/6181) is currently at 'First Stage Notification'.

A Public Notice has been displayed at both end of Dell Cottage Access Road as of 22nd December 2025 (12:15).

It has been recommended by DFT National casework team that I notify Arun District Council that a Public Notice will be published in the London Gazette and Chichester Observer on 12th January 2026 and that 'draft documents are available for public viewing', therefore please accept this email as notification to that end.

Regards

Tim & Allyson Wright

Dell Cottage
Chichester
PO20 3NH

From: Jonny Cooper <Jonny.Cooper@arun.gov.uk>
Sent: 03 October 2025 09:05
To: [REDACTED]
Cc: Nicola Spencer <Nicola.Spencer@arun.gov.uk>
Subject: RE: Application for Gate AL/89/25/HH

Good morning both,

I have checked the new documents and can confirm we can validate the application as soon as the outstanding fee is paid.

I believe Nicola has provided you with the link to pay the £34.00.

Best,

Jonny Cooper

Technical Support - planning

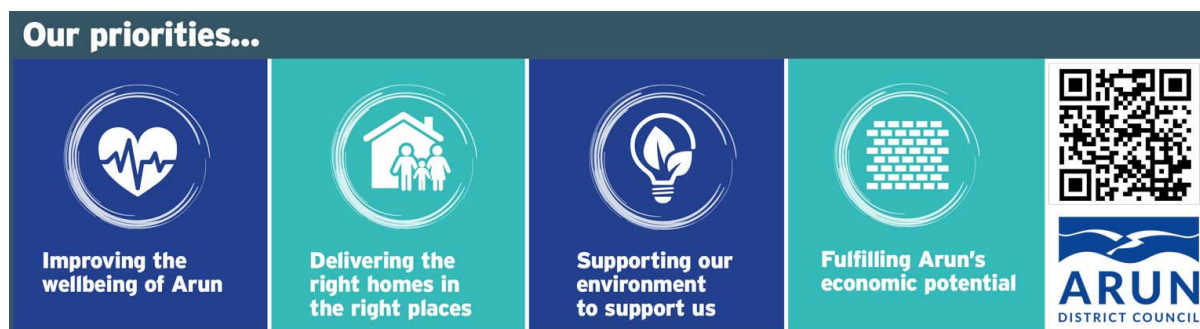
T: 01903 737532

E: jonny.cooper@arun.gov.uk

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Littlehampton, West Sussex, BN17 5LF

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From: [REDACTED]

Sent: 02 October 2025 13:25

To: Planning <Planning@arun.gov.uk>

Cc: Jonny Cooper <Jonny.Cooper@arun.gov.uk>; Iqraa Malik <Iqraa.Malik@arun.gov.uk>; Nicola Spencer <Nicola.Spencer@arun.gov.uk>

Subject: RE: Application for Gate AL/89/25/HH

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Dear Jonny, Nicola, Iqraa

I have completed and signed an Application for Planning Permission form, as per your feedback.

In support of the attached Application for Planning Permission form, documents not included in the original Householder Application for planning Permission are attached:

- I have created a revised **Location Plan**
Dell Cottage Access Road gate Location plan_3.PDF
- I have created a revised **Site Plan**
Dell Cottage Access Road gate site plan_3.PDF
- I have drawn **elevation of the gate** at 1:50
Dell Cottage Access Road gate elevation_3.PDF
- I have written and signed a **Protected site survey**
Protected Species Site survey- Dell Cottage Access Road gates.PDF

- I have written and signed a **Biodiversity Enhancement Statement**
Biodiversity Enhancement Statement - Dell Cottage Access Road gates.PDF

There is no attachment associated however an Article 13 Notice will appear in the West Sussex Gazette 8th October 2025.

Booking confirmation and advert reference NMC6381887.

The documents I provided with the original Householder Application for planning Permission do include a set of four photographs of the site (Dell Cottage Access Road Junction with Norton Lane) which may or may not be relevant to an Application for Planning Permission.

I have attached those also, but they are duplicated in the original material set I submitted.

Attachments are in PDF format and compressed for convenience.

Your support and guidance coupled with a pragmatic approach is refreshing in this current “computer says no” world, it is to be applauded!

Please confirm if what I have done is in accordance with requirements and I can proceed to pay outstanding fees as instructed.

Regards

Tim & Allyson Wright

Dell Cottage
Chichester
PO20 3NH

From: Nicola Spencer <Nicola.Spencer@arun.gov.uk>

Sent: 30 September 2025 13:12

Cc: Jonny Cooper <Jonny.Cooper@arun.gov.uk>; Iqraa Malik <Iqraa.Malik@arun.gov.uk>

Subject: Application for Gate AL/89/25/HH

Dear Mr Wright

Following our telephone conversation, I can confirm that we cannot treat the application for the gate across the road as a householder planning application as it is not within the curtilage of the property. It will need to be a full planning application. I have attached a copy of the application form. This form covers multiple scenarios so a lot of the questions will not apply to the application for a gate so simply answer no or not applicable to the sections that do not apply. Once completed you can either post or email it back to us planning@arun.gov.uk If you can provide the updated information we will simply swap it over and update the reference number so that it is treated as a planning application rather than a householder application. This will avoid incurring a further planning portal handling fee.

As discussed, when you get to the certificate section you will need to complete Certificate D as you do not know who owns the land where you are intending to put the gate. As you do not know who to serve notice on, you have to publish a notice in a newspaper circulating in the area where the site is located (We publish planning notices in the West Sussex Gazette). I have attached the wording that the site notice needs to follow (Notice under Article 13).You need to simply add in the missing information and then arrange for it to be

published in the paper. You need to sort this out before completing the form as you are signing to say that you have done this.

As you are now submitting a planning application there are more validation requirements. As the site lies within the Singleton and Cocking tunnel area you need to provide a Protected Species Site survey. As the application is only for a gate, you need to provide a statement headed up as Protected Species Site Survey and state that the application is for a gate and therefore no implications for the bats. You also need to consider the requirements for a Biodiversity Enhancement Statement, and you can do the same for this.

When providing the location plan at a scale of 1:1250, you only need to red edge the area of land affected by the gate. You do not need to include the house. The fee will be based on the site area that has been edged in red. Providing the site area is less than 0.1 hectares, the planning application fee is £298.00. You have already paid £264.00 so the difference is £34.00. This can be paid directly to us by clicking on the link on our website [Make a payment](#) select building, planning and land and then planning fee. Enter the reference number AL/89/25/HH so we can match it up to the application.

I hope this has explained what is needed. The application is now going to be dealt with by Jonny Cooper but please email either of us if you have any query.

Yours sincerely

Nicola Spencer
Technical Support Manager
Planning Services

T: 01903 737945

E: nicola.spencer@arun.gov.uk

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