
FW: FW: Application AL/95/25/PL - Belle Vue, Level Mare Lane

From Hebe Smith <Hebe.Smith@arun.gov.uk>

Date Mon 09/03/2026 11:24

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

 4 attachments (11 MB)

belle Vue title register.pdf; Title plan Belle Vue - Signed.pdf; UU Belle Vue - Signed.pdf; Action Sheet v6 AL-4 v2.docx;

[REDACTED]

Hebe Smith (she/her)

Senior Planning Officer, Planning Department

T: 01903 737626

E: hebe.smith@arun.gov.uk

Arun District Council, Civic Centre, Maltravers Rd
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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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From: Tim Howe [REDACTED] >

Sent: 09 March 2026 11:12

To: Hebe Smith <Hebe.Smith@arun.gov.uk>

Subject: Re: FW: Application AL/95/25/PL - Belle Vue, Level Mare Lane

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Apologies, see attached.

Kind Regards

Tim Howell

Director | Chartered Architect

BA(Hons) MArch ARB RIBA

M [REDACTED]

KnoxHowell
Architects



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On Mon, 9 Mar 2026, 09:25 Hebe Smith, <Hebe.Smith@arun.gov.uk> wrote:

Morning Tim,

I think this might be the wrong attachment? This is another copy of the UU rather than the Land Registry register.

Thanks and kind regards,

Hebe Smith (she/her)

Senior Planning Officer, Planning Department

T: 01903 737626

E: hebe.smith@arun.gov.uk

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Our priorities...



From: Tim How [REDACTED]
Sent: 09 March 2026 08:52
To: Hebe Smith <Hebe.Smith@arun.gov.uk>
Subject: Re: FW: Application AL/95/25/PL - Belle Vue, Level Mare Lane

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Hi Hebe,

See attached signed register.

Kind Regards

Tim Howell

Director | Chartered Architect
BA(Hons) MArch ARB RIBA

M [REDACTED]

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On Wed, 4 Mar 2026, 09:17 Hebe Smith, <Hebe.Smith@arun.gov.uk> wrote:

Good morning,

Thanks very much for this. The UU looks fine to the untrained eye, although our legal team may come back with further queries/amendments. We are still missing the "register" which should accompany the Land Registry title plan, and this need to be dated within the last 6 months. Hopefully, the applicant should already have this to hand, if they have submitted the title plan.

The fees can take a couple of days to come through our system, but I have let our admin team know that we are expecting it. As soon as I am notified that we have the fee and receive the register, I will instruct our legal team.

Thanks again and kind regards,

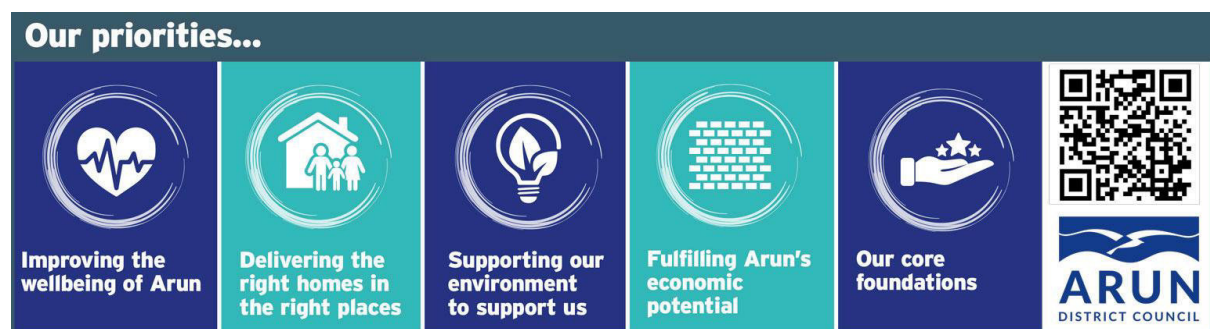
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From: Tim Howe [REDACTED]
Sent: 04 March 2026 08:50
To: Hebe Smith <Hebe.Smith@arun.gov.uk>
Subject: Re: FW: Application AL/95/25/PL - Belle Vue, Level Mare Lane

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Morning Hebe,

Hopefully the attached is now correct.

I believe the client has paid the legal fee, so i'm told? Could you check this?

Kind Regards

Tim Howell
Director | Chartered Architect
BA(Hons) MArch ARB RIBA
[REDACTED]

KnoxHowell Architects

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On Tue, 3 Mar 2026 at 11:06, Hebe Smith <Hebe.Smith@arun.gov.uk> wrote:

Good morning,

Thanks very much for the UU. Unfortunately, there appear to be some parts of the UU which haven't been filled in, including the planning reference number and the land registry title number. The Unilateral Undertaking will need to be fully completed in order to be acceptable to our legal team. We also cannot accept a document which has been amended by hand, although the signatures do need to be done by hand. The UU also needs to be accompanied by Land Registry documents, a signed red edged plan and the relevant legal checking fee – I think I did outline this in my initial email, but I appreciate that this has probably got lost along the way.

The requirements are as follows:

1. Proof of Ownership Documents:

- An up-to-date Official Copy of the Land Registry Title Register (dated in the last six months) and

- Title Plan relating to the property/land that is the subject of the Planning Application.

Details about ordering these documents can be found on the official Land Registry Website:

<https://www.gov.uk/search-property-information-land-registry>

You need to provide the Council with the above documents to prove your ownership of the Property, and your ability to complete the attached legal document as the owner. It will be apparent from the Title Register if anyone else has an interest in the Property that ought to be a party to the deed, such as a Mortgagee.

2. Payment:

The payment for the legal checking fee currently is £600, which is non-refundable.

Payment can be made by:

- Cheque made payable to Arun District Council

- Debit or Credit Card Payment by telephoning 01903 737711. You must have the planning application reference number and make it clear you are paying the Legal checking fee for the Unilateral Undertaking in respect of the Pagham Harbour Access Management Contribution not the planning application fee

You will only need to pay the actual contribution at the point of commencing work unless in exceptional circumstances you are unable to get the agreement signed. In

this case the contribution must be paid up front before the application will be determined.

3. Other Supporting Documents:

- A plan showing the boundaries of the Property edged red. You may use the location plan that accompanied your Planning Application with the consent of copyright owner. The plan should be signed by the Owner/Applicant, namely the same person who is party to the Unilateral Undertaking.

- If the mortgagee is signing by way of Power of Attorney a copy of the Power of Attorney showing the name of the person who has signed the deed must be provided.

Please could you discuss this with the applicant, and look to get the documents and the fee to me as soon as possible. Given that the land registry documents will likely need to be ordered, could I suggest the end of next week as a reasonable timeframe for submitting this? If you have any further questions about the UU, please do let me know.

Kind regards,

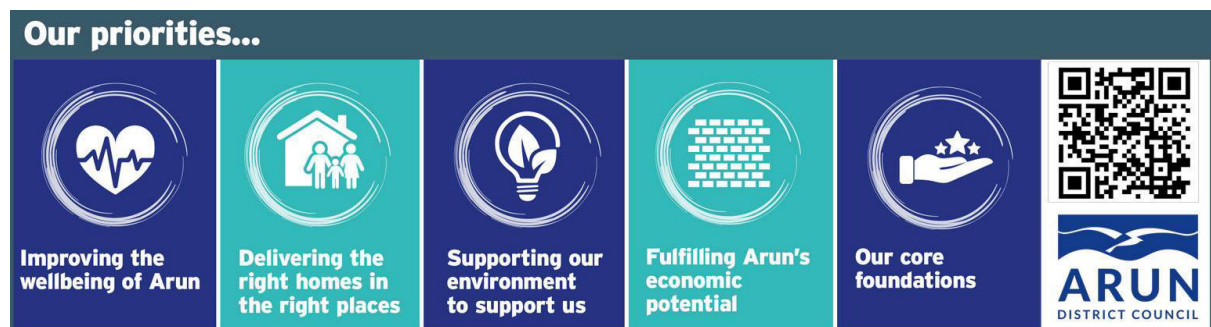
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From: Tim Howe [REDACTED]
Sent: 03 March 2026 09:13
To: Hebe Smith <Hebe.Smith@arun.gov.uk>
Subject: Re: FW: Application AL/95/25/PL - Belle Vue, Level Mare Lane

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Hi Hebe,

See attached signed uu.

Kind Regards

Tim Howell
Director | Chartered Architect
BA(Hons) MArch ARB RIBA
[REDACTED]

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On Tue, 24 Feb 2026, 09:42 Hebe Smith, <Hebe.Smith@arun.gov.uk> wrote:

Good morning,

Thank you very much for getting back to me. On the legal agreement, would you be able to get this to me by 2 March?

Kind regards,

Hebe Smith (she/her)

Senior Planning Officer, Planning Department

T: 01903 737626

E: hebe.smith@arun.gov.uk

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From: Tim Howe [REDACTED]

Sent: 20 February 2026 15:34

To: Hebe Smith <Hebe.Smith@arun.gov.uk>

Subject: Re: FW: Application AL/95/25/PL - Belle Vue, Level Mare Lane

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The EOT is fine Hebe.

Kind Regards

Tim Howell

Director | Chartered Architect
BA(Hons) MArch ARB RIBA
[REDACTED]

KnoxHowell Architects

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On Fri, 20 Feb 2026 at 15:24, Hebe Smith <Hebe.Smith@arun.gov.uk> wrote:

Good afternoon,

I hope you're well. If you could let me know how you're getting on with the items below, particularly in relation to the request for an EOT, that would be much appreciated.

I look forward to hearing from you.

Kind regards,

Hebe Smith (she/her)

Senior Planning Officer, Planning Department

T: 01903 737626

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From: Hebe Smith

Sent: 16 February 2026 10:47

To [REDACTED]

Subject: Application AL/95/25/PL - Belle Vue, Level Mare Lane

Good morning,

Following my email last week, please could you let me know how you are getting on with the S106 template?

Also, please could I request an extension of time to cover the time to check and finalise the S106 agreement once we have received it, and issue the decision on this application. Would an initial EOT until 30th March be acceptable?

I look forward to hearing from you.

Kind regards,

Hebe Smith (she/her)

Senior Planning Officer, Planning Department

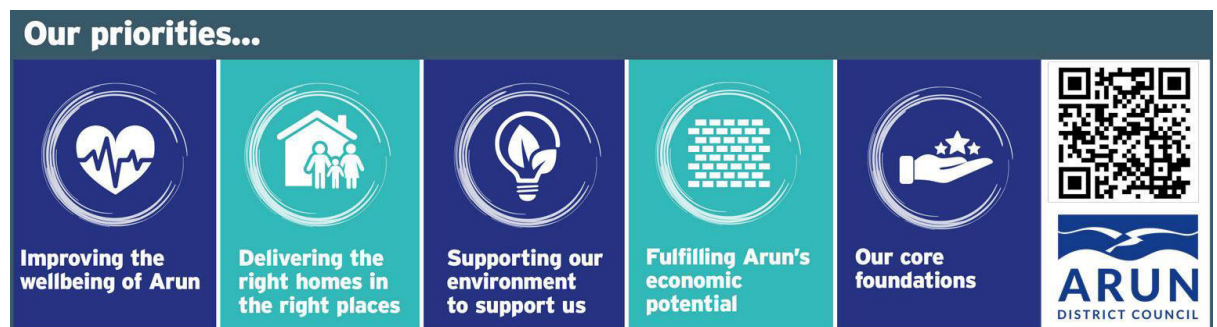
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