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KnoxHowell Architects
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PO317AY

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
Please ask for: Jonny Cooper
Email: jonny.cooper@arun.gov.uk
Telephone: 01903 737532
Our Ref: AL/95/25/PL
Your Ref:
Date: 9th October 2025

Dear Mr Howell,

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

Application for Planning Permission

Development: Erection of 1 No. detached dwelling and garage with parking. This application is in CIL zone 3 and is CIL liable as a new dwelling.
Location: Belle Vue Level Mare Lane Eastergate PO20 3SA

Thank you for your recent application which I received on 8th October 2025. It is being validated by Jonny Cooper 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 :-

Please amend your block / site plan to include distances from the proposed dwelling to the site boundaries.

Protected Species and Site Survey

A Preliminary Ecological Appraisal (PEA) or similar, should be provided to inform the sites ecological baseline, as your site is within the 12km buffer for the Singleton and Cocking Tunnel where bats may be present. 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.

Biodiversity Enhancement Statement

Please submit a Biodiversity Enhancement Statement. This is a local validation requirement completely separate to the Biodiversity Net Gain requirements and as a minimum, it should state how the application seeks to protect and improve the existing on-site natural environment. Please refer to the validation requirements list for further information.

Flood Risk Assessment

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.

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 **23rd October 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

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>