

JH Burley Ltd
1 Rackham House
Rackham
Pulborough
RH20 2EU

Dear Mr Burley,

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: Extension of existing vehicle cross over.
Location: 9 Aigburth Avenue Aldwick PO21 3DA

Thank you for your recent application which I received on 6th November 2025. It is being validated by Ms Iqraa Malik 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 :-

Certificate A has been signed as part of the application form, however as the pavement/highway is owned by WSCC, you must sign Certificate B and serve WSCC with an Article 13 notice as the highway authority.

Location Plan Insufficient

The location plan requires a solid red outline around the entire site boundary, including part of the highway where you are proposing the crossover, please review and amend.

Visibility Splay

West Sussex County Council require that a visibility splay is provided. A splay is formed for a 30 mph speed limit road by measuring from a point 2.4m back from the kerb edge in the centre of the proposed access. A line should then be drawn from either side of this point for 43 m in each direction to the nearside edge of the carriage way. The splays must intersect land only within the control of the applicant, or within the publicly maintained highway.

The distance will increase with the speed limit of the road. If the road is 40 mph speed limit then the distance should be 120 m either side. For speeds above this please contact West Sussex County Council Highways for advice on what would be acceptable.

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 **24th November 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>