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To register to receive notifications of planning applications in our area, please go to www.arun.gov.uk/planning.

Essential maintenance is being carried out to the planning, building control and local land charges database during the week commencing 12 April 2021.

During this time there will be no public or staff access to any records held within this database, and it will not be possible to carry out any of the following tasks via the Arun website:

- Research planning and building control history
- View any planning applications, plans, agreements, tree preservation orders or competent persons data
- Submit building control applications
- Submit planning application comments
- Report any planning compliance issues

The publicity and consultation period for all planning applications that fall over this week will be extended by a further week to ensure no one is disadvantaged.

All other aspects of planning, building control and local land charges will be limited during this week and you are strongly advised to contact the individual departments before 12 April 2021 for specific restrictions during this time.



Visit Arun's web site at www.arun.gov.uk



Save the environment - think before you print.

From: Anita Gardner <Anita.Gardner@arun.gov.uk>
Sent: 02 March 2021 09:47
To: Daun Johnson <Daun.Johnson@arun.gov.uk>
Subject: FW: A/193/20/PL Ham Manor Cottage, Ham Manor Way

Hi Daun,

This relates to the application which has been put back on hold. Can you add both to the application please?
How does it work? Do you hold onto the application until the 21 days has elapsed?

Anita Gardner
Principal Planning Officer,
Directorate of Place



T: 01903 737529
E: anita.gardner@arun.gov.uk

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From: Matt Bridle [REDACTED]
Sent: 01 March 2021 15:13
To: Anita Gardner <Anita.Gardner@arun.gov.uk>
Subject: RE: A/193/20/PL Ham Manor Cottage, Ham Manor Way

Anita

Please find enclosed the Certificate B as requested.

I have also enclosed a copy of the Notice sent for your information.

Thanks
Matt

From: Anita Gardner [<mailto:Anita.Gardner@arun.gov.uk>]
Sent: 25 February 2021 12:59
To: Matt Bridle
Subject: RE: A/193/20/PL Ham Manor Cottage, Ham Manor Way

Matt

I will just need the amended Certificate B part of the application form returned once the completed Notice has been served on the owner. As long as you include the information set out in the form when writing to the owner that would be acceptable.

Regards
Anita

Anita Gardner
Principal Planning Officer,
Directorate of Place



T: 01903 737529
E: anita.gardner@arun.gov.uk

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From: Matt Bridle [REDACTED]
Sent: 25 February 2021 12:53
To: Anita Gardner <Anita.Gardner@arun.gov.uk>
Subject: RE: A/193/20/PL Ham Manor Cottage, Ham Manor Way

Anita

I assume I only need to send the one page to you?

I will issue the notice by letter in a similar way to last notice served.

Thanks
Matt

Sent from my Galaxy

----- Original message -----

From: Anita Gardner <Anita.Gardner@arun.gov.uk>
Date: 25/02/2021 12:46 (GMT+00:00)
To: Matt Bridle [REDACTED]
Subject: RE: A/193/20/PL Ham Manor Cottage, Ham Manor Way

Matt,

Here is the link to the application form. You only need to submit an amended Certificate B section:
https://ecab.planningportal.co.uk/uploads/appPDF/C3810Form004_england_en.pdf

This is the link to the notice:

<https://www.arun.gov.uk/download.cfm?doc=docm93ijm4n6774.pdf&ver=6488>

Regards

Anita Gardner
Principal Planning Officer,
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From: Matt Bridle [REDACTED]
Sent: 25 February 2021 12:28
To: Anita Gardner <Anita.Gardner@arun.gov.uk>
Subject: RE: A/193/20/PL Ham Manor Cottage, Ham Manor Way

Anita

Can you please forward the link as I can't find the form.

Thanks
Matt

From: Anita Gardner [<mailto:Anita.Gardner@arun.gov.uk>]
Sent: 24 February 2021 16:55
To: Matt Bridle
Subject: RE: A/193/20/PL Ham Manor Cottage, Ham Manor Way

Matt,
You can't edit the submitted details on line. You will need to complete a new form and Notice which will be added to/ substituted.
The forms are available on our website. You can print them off and submit them/ send scanned copies to us once completed.
Regards
Anita

Anita Gardner
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T: 01903 737529
E: anita.gardner@arun.gov.uk

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From: Matt Bridle [REDACTED]
Sent: 24 February 2021 16:51
To: Anita Gardner <Anita.Gardner@arun.gov.uk>
Subject: RE: A/193/20/PL Ham Manor Cottage, Ham Manor Way

Anita

Can I edit the application online or do you have a copy you can email so I can fill it out?

Thanks
Matt

From: Anita Gardner [<mailto:Anita.Gardner@arun.gov.uk>]
Sent: 24 February 2021 16:50
To: Matt Bridle
Subject: RE: A/193/20/PL Ham Manor Cottage, Ham Manor Way

Dear Matt,

The application will need to be put back on hold and re-instated once Notice has been served on the owners and the 21 day notification period has expired. A revised Certificate B will need to be submitted. I await receipt of the Notice accordingly and in the meantime will arrange for the application to be placed on hold.

Regards

Anita Gardner

Anita Gardner
Principal Planning Officer,
Directorate of Place



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From: Matt Bridle [REDACTED]
Sent: 24 February 2021 14:37
To: Anita Gardner <Anita.Gardner@arun.gov.uk>
Subject: RE: A/193/20/PL Ham Manor Cottage, Ham Manor Way

Anita

My apologise, I am not sure if it was crossed wires or mis-information but I have been informed that the golf do own the verge along the front of the property however as with most of the houses along the road the residents have moved their front boundary forward and maintain it themselves as the golf don't appear to want the upkeep of these areas.

My client has seen the comments by the golf club and subsequently emailed them at the beginning of the week (copy of email enclosed) apologising for the error.

What do you want/ need me to do to regularise the situation?

Thanks
Matt

From: Anita Gardner [<mailto:Anita.Gardner@arun.gov.uk>]
Sent: 24 February 2021 09:14
To: Matt Bridle
Subject: RE: A/193/20/PL Ham Manor Cottage, Ham Manor Way

Dear Matt,

The submitted Notice and Certificate B refer to Ham Manor Residents Association, not Ham Manor Golf Course. Can you check that none of the site red edge includes land owned by the golf course?

Regards
Anita

Anita Gardner
Principal Planning Officer,
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From: Matt Bridle [REDACTED]
Sent: 23 February 2021 23:01
To: Anita Gardner <Anita.Gardner@arun.gov.uk>
Subject: Re: A/193/20/PL Ham Manor Cottage, Ham Manor Way

Anita

As per our application a notice was served on the golf course. I have attached a copy of the notice for your reference.

Thanks
Matt

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From: Anita Gardner <Anita.Gardner@arun.gov.uk>
Sent: Tuesday, 23 February 2021, 17:46
To: Matt Bridle
Subject: A/193/20/PL Ham Manor Cottage, Ham Manor Way

Dear Mr Bridle,

I refer to one of the representations received in respect of the above application which suggests that some of the land within the red line block plan is owned by Ham Manor Golf Club and no notice has been served on them. Please can you check to make sure all the land is in your client's ownership and that the correct Certificate has been completed and advise me accordingly.

Regards

Anita Gardner

Anita Gardner
Principal Planning Officer,
Directorate of Place



T: 01903 737529

E: anita.gardner@arun.gov.uk

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