

Mr Kevin Jackman
270 Chichester Road
North bersted
West sussex
PO215AX

Dear Mr Jackman,

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: Dropped kerb in front of the property.
Location: 270 Chichester Road Bersted PO21 5AX

Thank you for your recent application which I received on 2nd February 2026. 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 :-

Application Form

You have signed Certificate B, however have still ticked "the applicant is the sole owner of all the land", as the pavement/highway is owned by WSCC, you must tick the first box instead to state you have given notice and you must 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. The current location plan excludes the dwelling itself, please review and amend.. Further details of what must be included on the plan can be found in the Validation Requirements List.

Block Plan

Please submit an electronic block plan in pdf format at a scale of 1:500. You are required to show the width and depth of the proposed crossover on this plan. Further details of what must be included on the plan can be found in the Validation Requirements List.

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.

CIL Additional Information Form

This application may be CIL liable, please complete and return the Form1 CIL Additional Information. The form and further information about CIL can be found on the website: www.arun.gov.uk/cil

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.

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 **18th February 2026** 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>