

Mel Humphrey RICS C.Build E MC
9 Aldsworth Avenue
Goring by Sea
Worthing
BN12 4XQ

Dear Mr Humphrey,

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: Single storey side extension with habitable roof, including front and rear dormers, following demolition of existing outbuildings. Resubmission of approved scheme BE/12/26/HH with revised Ownership certificate
Location: 99 North Bersted Street Bersted PO22 9AF

Thank you for your recent application which I received on 5th October 2026. It is being validated by Ms Ella Summerfield 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 :-

The "parking" section for the application form needs to be ticked "yes" as the installation of a garage does change parking.

Design and Access Statement

This application requires a Design and Access Statement. Please refer to the Validation Requirements List for further information on what needs to be included in this statement.

The location plan should be existing and not have the proposed works drawn on it.

The 1:500 block/site plan is the plan which needs to show the extension and dimensions to site boundary.

The existing east elevation plan needs to show the main dwelling fully.

A roof plan of the proposed extension is required.

The CIL forms needs to be dated within 21 days of submission.

The only scalebars that should be visible on a plan are the ones relevant to the drawings on that page. The scale bars/scale needs to clearly indicate which drawing they are for.

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 **21st October 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>