

Mr Jack Dowling
Dell Quay Yacht Marina
Dell Quay Road
Chichester
PO20 7EE

Dear Mr Dowling,

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

Application for Planning Permission

Development: Retention of 3 No. flats as previously approved under BR/162/20/PD. This application is in CIL Zone 4 (Zero Rated) as flats.
Location: 34 Sudley Road Bognor Regis PO21 1ER

Thank you for your recent application which I received on 11th August 2026. It is being validated by Laura Mills 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 fee deposited with your application is incorrect. I suggest it should be £1,830.00. This would attract an additional fee of £1,282.00. I would be grateful if you would either make payment on line at <https://www1.arun.gov.uk/make-a-payment/start> or forward a cheque made payable to Arun District Council for this amount to me as soon as possible. If you make the payment online, please forward a copy of the fee receipt, so that the payment can be quickly linked to your application. Please note we cannot accept cash.

Elevations

Please submit existing elevations.

On proposed ground floor plan there is a window on the east elevation (bathroom) but it is not on the proposed east elevation plan, please amend.

Pagham Harbour Management Contribution Legal Agreement and Fee

Please can you resubmit the draft legal agreement with the following amendments:

1.1 Access Management Contribution requires the amount of 2,922 in words and figures.

Planning application number needs to be inserted.

We also require the Title Deed registration as well as the plan.

You will need to pay the £600 legal checking fee and please could you provide the contact details for the signatories in case legal need to contact them.

Flood Risk Assessment

As the site is creating a more vulnerable use and is in an area of more than 75% groundwater flooding, 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.

Economic Development Statement

All planning applications which result in the loss of industrial premises and employment floor space must be accompanied by an Economic Development Statement as set out in the Validation Requirements List.

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 **3rd September 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>