

Mr Stephen Jupp
PO Box 839
Chichester
PO19 9XQ

Dear Mr Jupp,

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

Application for Planning Permission

Development: Change of use of properties from 2 No separate bed and breakfast accommodation units each having owners accommodation and communal lounge and dining areas at ground floor and 7 No B&B bedrooms at first and second floor to C2 (Residential Institution) use comprising staff room and 10 No C2 Supported Housing units. This application is in CIL Zone 4 (Zero Rated) as other development.

Location: 3 & 4 Queens Square Bognor Regis PO21 1SA

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following matters are resolved:-

Additional information is required to ascertain the need for a Pagham S106 agreement.

Please work out what the contribution would be for the existing use (based on hotel rules plus 2 units of owner accommodation), then work out the contribution for the proposal based on the rule for care homes (this is entirely dependant on whether for the active elderly, also if pets allowed).

Please follow the link for more information: <https://www.arun.gov.uk/other-pagham-harbour-contribution-rules>.

Only if the new is greater than the existing would there need to be a contribution.

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.

Flood Risk Assessment

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.

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 **1st October 2025**. If this information is not received by this date, I will close the file as incomplete and where a fee has been paid, will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. Once closed, if you wish to continue you will have to submit a fresh application.

If this letter has crossed with you providing the information, please ignore it.

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>