

Mr G Janikowski  
1 Whitfield Way  
Northampton  
NN2 8LG

Dear Mr Janikowski,

**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 dwelling to an 8 bed HMO to include a single storey rear extension, loft conversion with dormer. This application is in CIL Zone 4 (Zero Rated) as other development.  
**Location:** 54 Richmond Avenue Bognor Regis PO21 2YF

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:-

**Pagham Harbour Management Contribution Legal Agreement**

The legal agreement needs to be completed in full, please complete the missing sections and/or sign and/or date it and return to this office. Please can you also provide the contact phone number and email address for all of the parties so that the legal team can contact them direct if there is an issue with the agreement.

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](mailto: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 **23rd March 2026**. 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>