



Mordington Cottage
University of Chichester
Upper Bognor Road
Bognor Regis
West Sussex
PO21 1HR

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: BR/41/18/PL
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Sir/Madam

16th February 2018

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

Development Proposal 1: upgrading of provisions within existing substation compound to include provision of new concrete hardstanding, a GRP enclosure will be situated on base in compound. Proposal 2: upgrading of provisions within the existing substation compound to include new concrete hardstanding & construction of shiplap wooden fence as means of enclosure. This application affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area & may affect the setting of a listed building.

Location University of Chichester Upper Bognor Road Bognor Regis

Thank you for your recent application which I received on 8th February 2018. It is being validated by Mrs D Johnson who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

Please confirm the amended description is satisfactory.

Local Validation Checklist

Please provide the Local Validation Requirements Checklist in order to comply with the local validation requirements. No further validation will take place until this is received.

Biodiversity Checklist

Please provide the Biodiversity Checklist so that so that the ecological impacts of proposals can be assessed. Both the checklist and the guidance notes are available on the Council's website and further information can be found in the Local Validation Requirements. No further validation will take place until this is received.

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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.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://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.

Please provide the above by **2nd March 2018** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours faithfully



Neil Crowther
Group Head of Planning

**The Local Validation Requirements Checklist
(must be submitted with an application)**

May 2016



This checklist does not apply to householder applications made on the Householder 1APP form.

The checklist **MUST** be submitted and is for you to self-certify that your submission complies with the Local Validation Requirements List or to explain why you have not submitted the required information.

This checklist should be read together with the Government's Planning Practice Guidance which is available here:

<http://planningguidance.communities.gov.uk/>

This sets out the national validation requirements. These national requirements must be adhered to for all applications.

This checklist should be read and completed in accordance with the Local Validation List Requirements (LVL) list .

The LVL sets out the circumstances in which you will need to submit information under the headings stated in this local validation checklist. Not all of the items listed will apply in every case and you are strongly advised to seek pre-application advice before submitting an application to determine the information requirements. Details of this service are available here:

<http://www.arun.gov.uk/planning-permission>

This checklist **MUST** be completed and submitted with all applications or the application will be invalid. If the checklist is missing no further checking of the application will take place until the local validation checklist is received.

A completed Biodiversity Checklist must also be submitted for all forms of planning applications (but not Listed Building Consent, advertisement applications, householder applications, non-material amendments, notification applications and applications for matters reserved by condition). Details of the Biodiversity Checklist and the guidance notes for completing it can be found at

<http://www.arun.gov.uk/biodiversity-checklist>

If the Biodiversity Checklist is missing no further checking of the application will take place until it is received.

If the statements in column 1 and 2 of the LVL apply to your development you **MUST** provide the information required. You **MUST** indicate on the Validation Checklist that you have provided the information and where it is located within your submission

(document name, file name, drawing number, page/section number etc). If you are not required to provide information in a particular category you should complete the Validation Checklist (put NO in the box) so that it is clear to us that you have carefully considered the LVL.

If the statements in column 1 and 2 of the LVL apply to your scheme, i.e. information is required and you have entered YES in the box, but you are not providing the information requirement you must enclose with your application a short written justification as to why the requirement is not appropriate in the particular circumstances.

Item	Required by the LVR	YES/NO	Additional Comment
1	Affordable Housing Statement	NO	
2	Biodiversity Survey & Report	YES	AS ATTACHED
3	Land Contamination Assessment (LCA)	NO	
4	Economic Development Statement	NO	
5	Retail Impact Assessment (RIA)	NO	
6	Flood Risk Assessment	NO	
7	Foul & Surface Water Drainage Statement	NO	
8	Land Engineering Works Statement	NO	
9	Landscaping Strategy	NO	
10	Lighting Assessment	NO	
11	Noise/Extraction Assessment	NO	
12	Bin Storage & Collection Provision	NO	
13	Parking Plan	NO	
14	Planning Application Summary	YES	DESIGN ACCESS STATEMENT PREVIOUSLY SUPPLIED.
15	Street Scene	NO	
16	Structural Survey & Conversion Method Statement	NO	
17	Telecommunications Development Statement	NO	
18	Transport Assessment (TA)/Travel Plan (TP)	NO	
19	Transport Statement (TS)	NO	
20	Tree Survey & Arboricultural Implications	NO	
21	Lidsey Foul Water – Environmental Assessment Statement	NO	
22	Validation Checklist	YES	ATTACHED
23	Plan & Drawing Requirements	YES	PREVIOUSLY SUPPLIED
24	Historic Environment Records Search	NO	
25	Draft S106 legal agreement for the Pagham Harbour Management Contribution	NO	
26	Heritage Statement	NO	

BIODIVERSITY CHECKLIST

Please complete this form having regard to the Biodiversity Checklist Notes, which can be found at:
<http://www.arun.gov.uk/biodiversity-checklist>

If you tick Yes, you must provide supporting information/statement with the application. If you do not the application will be held as invalid until you do so.

Site Address/Application Reference Number:

UNIVERSITY OF CHICHESTER
BOGNOR REGIS CAMPUS /BR/41/18/PL

Bats

YES

NO

Has the site been surveyed for bats?

☐
☒

Are there any structures on site which have the potential to support roosting bats?

☐
☒

Structures with high potential include all agricultural buildings, buildings with weather boarding, tunnels, mines, ice houses, bridges, cliff faces with crevices and woodland. Further guidance can be found in 'Bat Surveys: Good Practice Guidelines' available from www.bats.org.uk and the Bat Mitigation Guidelines available from:

<http://www.naturalengland.org.uk/ourwork/regulation/wildlife/species/bats.aspx>

Are there any trees on the site which have the potential to support roosting bats?*

☐
☒

Trees with high potential to support roosting bats include old and veteran trees and any tree with cracks or crevices. Where appropriate, foraging and commuting routes should be incorporated into the design of the scheme. Further guidance can be found in 'Bat Surveys: Good Practice Guidelines'

Barn Owls

YES

NO

Has the site been surveyed for barn owls?*

☐
☒

Is there any evidence of barn owls nesting on or near the site or are there suitable nesting areas on the development site?*

☐
☒

Barn owls often nest in farm buildings, dovecotes, bale stacks, hollow trees and a wide variety of derelict buildings. Barn owls require habitat which supports high number of small mammals including pasture, hedgerows and woodland. Further information can be found at <https://www.gov.uk/guidance/construction-near-protected-areas-and-wildlife>

Breeding birds

YES

NO

Has the site been surveyed for breeding birds?*

☐
☒

Will areas of hedgerow/scrub/woodland/trees or other features likely to be used by nesting birds be affected by the proposal?*

☐
☒

If 'Yes' then mitigation measures to ensure occupied nests are protected should be included with the application.

Badgers

YES

NO

Has the site been surveyed for badgers?*

☐
☒

Is there any evidence of badgers on or near the application site?*

☐
☒

Are badgers commuting through the site to foraging areas?*

☐
☒

Badgers use a wide variety of habitats and setts can be found in hedgerows, woodlands, scrub and field margins. Where appropriate, safe routes to foraging areas should be incorporated into the development proposals. Further information can be found in 'Badgers and Development' available at:

<http://www.naturalengland.org.uk/ourwork/regulation/wildlife/species/badgers.aspx>

	YES	NO
<i>Dormice</i>		
Has the site been surveyed for dormice?*	☐	☒
Is there suitable habitat for dormice on, or close to the application site?*	☐	☒

Dormice are found in a variety of habitats including ancient semi-natural woodland, scrub, young plantations (both broadleaved and coniferous) and hedgerows. Occasionally they are recorded in gorse scrub, heathland and alder trees in reedbeds.

<https://www.gov.uk/guidance/hazel-dormice-protection-surveys-and-licences>

	YES	NO
<i>Great crested newts</i>		
Has the site been surveyed for great crested newts?*	☐	☒
Is there suitable habitat for great crested newts on, or close to the application site?*	☐	☒

Great crested newts are often recorded in ponds, reedbeds, ditches and mineral workings. Terrestrial habitat used by newts is varied and includes semi-natural grassland, woodland, hedgerows and pasture and are often found in urban sites including gardens. Further guidance on great crested newts can be found in the Great Crested Newt Mitigation Guidelines from:

<https://www.gov.uk/guidance/great-crested-newts-protection-surveys-and-licences>

	YES	NO
<i>Reptiles</i>		
Has the site been surveyed for reptiles?*	☐	☒
Is there suitable habitat on the site for reptiles?*	☐	☒

Reptiles use a variety of habitats including rough grassland, heathland, allotments, scrub, brownfield sites, field margins and abandoned gardens. Further information can be found at:

<https://www.gov.uk/guidance/reptiles-protection-surveys-and-licences>