

Nicola Spencer

From: Nicola Spencer
Sent: 09 June 2026 15:40
To: [REDACTED]
Subject: RE: Request for further information EP/56/26/L

Dear Mr Bell

My colleague has referred this matter to me. Your plans do not scale for us as I think they have been scanned in as fit to page. They should be scanned in at no scale so that they can be electronically measured. If you do not want to rescan them so that we and the public can measure them electronically, you will need to provide us with a complete paper set that scales so that we can arrange for them to be scanned in. We deal with plans from agents, on a daily basis and there is no problem at our end, it is the way your plans have been formatted/scanned.

On receipt of a set of plans that we can scale, we will validate your application.

Yours sincerely

Nicola Spencer
Technical Support Manager
Planning Services

T: 01903 737945
E: nicola.spencer@arun.gov.uk

Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk

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From: Richard Bell <[REDACTED]>
[REDACTED]

To: Laura Mills <Laura.Mills@arun.gov.uk>

Subject: Re: Request for further information EP/56/26/L

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Dear Laura,

I am afraid your programme/ software may be at issue here. If in doubt, suggest you print the drawings at A1 and measure the with a scale ruler and you will see that the scale is correct.

- A sheet of A1 paper measure 841mm wide by 594mm high
- When printed at A1 the 1:100 scale bar noted at 20m long measures exactly 200mm long which is correct. (100x less than 20m).
- Please see attached

We are happy to admit where we have made an error on scaling notation - and it can happen. But I afraid these drawings are correct and should now be validated without further delay.

If the attached does not explain matters can I asked that this is passed to a senior manager.

All best,

Richard

—

Richard Bell RIBA

RICHARD BELL ARCHITECTURE

Richard Bell Architecture Ltd. Company Number 13996733

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From: Laura Mills <Laura.Mills@arun.gov.uk>

Date: Tuesday, 9 June 2026 at 09:28

To: Richard Bell

Subject: RE: Request for further information EP/56/26/L

Dear Richard,

Thank you for your email.

I have now had a colleague independently review the plans, and we are both in agreement that they are not scaling at 1:100. Within the programme we use, the paper size does not affect scaling, and we have verified this against other A1 drawings which are measuring correctly.

If helpful, you are welcome to attach the drawings to this email and I will check them again or if you have hard copies that scale you are welcome to post them to us. Unfortunately, at present we cannot confirm them as accurately scaled.

Thank you.

Laura Mills

Technical Support Assistant, Planning Services

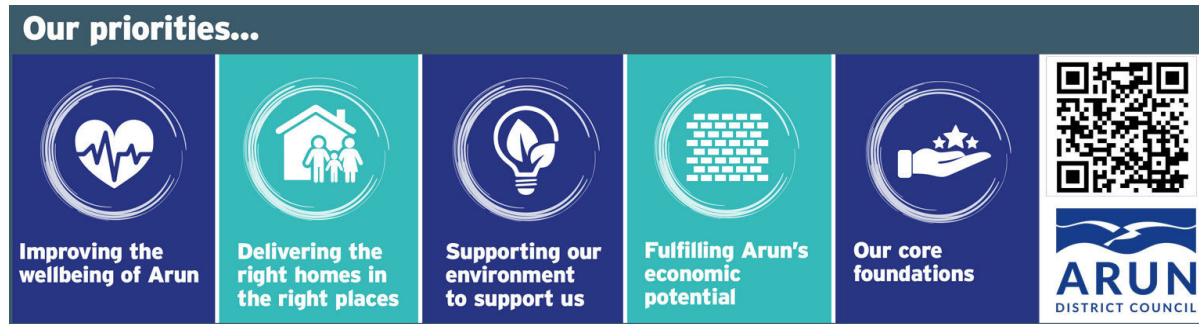
T: 01903 737794

E: laura.mills@arun.gov.uk

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From: Richard Bell [REDACTED]
Sent: 08 June 2026 09:56
To: Laura Mills <Laura.Mills@arun.gov.uk>
Subject: Re: Request for further information EP/56/26/L

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Dear Laura,

It would seem that your issue is that you are treating the sheets as A3. You will note they are A1.

The title block clearly states the scale '@A1'.

All best,

Richard

—

Richard Bell RIBA

Richard Bell Architecture Ltd. Company Number 13996733

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From: Laura Mills <Laura.Mills@arun.gov.uk>

Date: Monday, 8 June 2026 at 09:29

To: Richard Bell

Subject: RE: Request for further information EP/56/26/L

Dear Richard,

Thank you for your email and your comments.

I have attached the plans with our measurements on to show you the issues we are getting.

Thank you.

Laura Mills

Technical Support Assistant, Planning Services

T: 01903 737794

E: laura.mills@arun.gov.uk

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From: Richard Bell <[REDACTED]>
Sent: 05 June 2026 17:10
To: Planning.Responses <Planning.Responses@arun.gov.uk>; Laura Mills <Laura.Mills@arun.gov.uk>
Subject: Re: Request for further information EP/56/26/L

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Dear Laura,

Vista Point BN16 2TE
Your Reference: **EP/56/26/L** and **EP/55/26/HH**

We have received letters noting that the applications for planning and listed building consent are invalid. I would contest that these letters may have been issued in error, at least in part. Please see points below. Your queries in italics, my responses in blue.

"Elevations

The scale bars on the proposed and existing elevation plans do not scale at 1:100. Existing and proposed elevations should either be 1:50 or 1:100."

I have checked myself and the drawings do scale at 1:100 @A1 as noted.

"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."

Please see the attached document which I trust will suffice given the nature of the proposals.

"Detailed drawings of new/replacement windows, doors, mouldings etc.

The scale bar does not scale at 1:10 and the plans should be provided to a scale of not less than 1:20."

The window/ door details are provided at 1:10@A1 and 1:1@A1 as noted - both of which are 'to a scale of not less than 1:20'.

If I could ask you to now validate these applications.

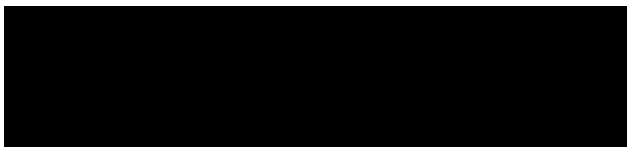
All best,

Richard

—

Richard Bell RIBA

RICHARD BELL ARCHITECTURE



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From: planning.responses@arun.gov.uk <planning.responses@arun.gov.uk>

Date: Friday, 5 June 2026 at 15:33

To: [REDACTED]

Subject: Request for further information EP/56/26/L

<https://www.arun.gov.uk>

DX 57406 Littlehampton

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