

Nicola Spencer

From: Archevolve // Planning [REDACTED]
Sent: 13 July 2026 14:17
To: Nicola Spencer
Subject: Re: Request for further information EP/65/26/DOC
Attachments: PACK 25.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

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Dear Nicola

I have updated the application form. If you could proceed with issuing the partial refund for this, I'd be most grateful.

Best regards,

Planning Team



ArchEvolve
Planning Team



 [3, The Square, Storrington RH20 4DJ](#)

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From: Nicola Spencer <Nicola.Spencer@arun.gov.uk>
Date: Saturday, 11 July 2026 at 12:44 pm
To: Archevolve // Planning [REDACTED]
Subject: RE: Request for further information EP/65/26/DOC

Thank you for your email.

In my colleague's absence, I believe that the wrong form and fee had been submitted as you had made an application to remove or modify a planning condition (a S73 application) but in fact you were intending to discharge conditions 5,6 and 7 on EP/121/25/PL. The fee for this type of application is £309 but we received a credit card payment for £608.00 on 08 July so I will arrange a refund back to the card on which the fee was paid for £299.00 . This will take about a week to be credited back onto the card. Please can you complete the application form for discharging the condition.(I have attached a copy) so that I can swap it over and proceed with the validation.

As I am on leave next week, please forward it to planning.responses@arun.gov.uk quoting the reference number so a colleague can deal with it.

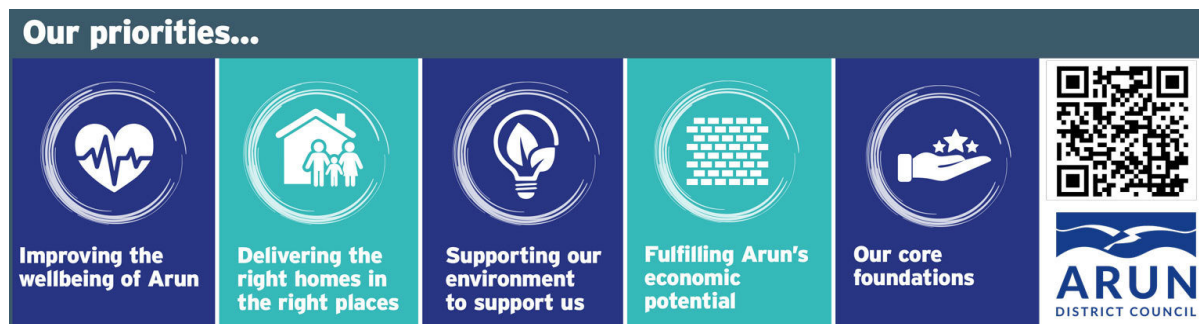
Yours sincerely

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: Archevolve // Planning <[REDACTED]>
Sent: 08 July 2026 16:52
To: Planning.Responses <Planning.Responses@arun.gov.uk>
Subject: Re: Request for further information EP/65/26/DOC

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Dear Sir/Madam

I had emailed last week to ask why this additional fee was being requested as my client has paid and has not informed me that a refund has been issued.

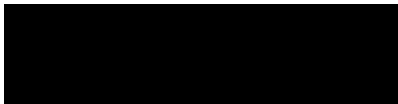
Please can you therefore advise me of the situation.

Best regards,

Planning Team



ArchEvolve
Planning Team



3, The Square, Storrington RH20 4DJ

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

Date: Wednesday, 8 July 2026 at 09:33

To: Archevolve // Planning <

Subject: Request for further information EP/65/26/DOC

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

DX 57406 Littlehampton

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