

Application for approval of details reserved by condition.
Town and Country Planning Act 1990
Planning (Listed Buildings and Conservation Areas) Act 1990

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and 'The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:

Arun District Council
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Tel: 01903 737756
www.arun.gov.uk

Publication of applications on planning authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	Mr	First name:	Alistair
Last name:	Robertson		
Company (optional):			
Unit:		House number:	
		House suffix:	
House name:			
Address 1:	C/O Archevolve		
Address 2:	3 The Sqaure		
Address 3:			
Town:	Storrington		
County:			
Country:			
Postcode:	RH20 4DJ		

2. Agent Name and Address

Title:	Mr	First name:	Alex
Last name:	Page		
Company (optional):			
Unit:		House number:	
		House suffix:	
House name:			
Address 1:	3 The Sqaure		
Address 2:			
Address 3:			
Town:	Storrington		
County:			
Country:			
Postcode:	RH20 4DJ		

3. Site Address Details

Please provide the full postal address of the application site.

Unit:		House number:		House suffix:	
House name:					
Address 1:	19-21 Sea Road				
Address 2:					
Address 3:					
Town:	East Preston				
County:					
Postcode (optional):	BN16 1JN				
Description of location or a grid reference. (must be completed if postcode is not known):					
Easting:	507153	Northings:	102296		
Description:					

4. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ☐ Yes ☐ No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much as possible: ☐

Officer name:	
Reference:	
Date (DD/MM/YYYY): (must be pre-application submission)	
Details of pre-application advice received?	

5. Description Of Your Proposal

Please provide a description of the approved development as shown on the decision letter, including the application reference number and date of decision in the sections below:

Change of use from Pharmacy (Use Class E) to Restaurant (Use Class E) with associated ventilation equipment, external seating and advertisement signage.

Reference number: EP/121/25/PL Date of decision: 18th March 26 (Date must be pre-application submission) (DD/MM/YYYY)

Please state the condition number(s) to which this application relates:

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Has the development already started? ☒ Yes ☐ No

If Yes, please state when the development started (DD/MM/YYYY): May (date must be pre-application submission)

Has the development been completed? ☒ Yes ☐ No

If Yes, please state when the development was completed (DD/MM/YYYY): Last Week (date must be pre-application submission)

6. Discharge Of Condition

Please provide a full description and/or list of the materials/details that are being submitted for approval:

3, 4, 5, 6 & 7

7. Part Discharge Of Condition(s)

Are you seeking to discharge only part of a condition? ☐ Yes ☒ No

If Yes, please indicate which part of the condition your application relates to:

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8. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority (LPA) has been submitted.

The original and 3 copies* of a completed and dated application form: ☐

The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application: ☐

The correct fee: ☐

*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

9. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

13/07/26

(date cannot be pre-application)

10. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

11. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

12. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? ☐ Yes ☒ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

☐ Agent

☒ Applicant

☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

Mr Alistair Robertson

Telephone number:

Email address:

Application for Approval of Details Reserved by Condition

Town and Country Planning Act 1990

Planning (Listed Buildings and Conservation Areas) Act 1990

1. Applicant Name and Address

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

2. Agent Name and Address

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

3. Site Address Details

Please enter the same address of the site as stated on the decision notice, together with the full postcode or grid reference.

4. Pre-application Advice

The local authority may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process. This can minimise delays later in processing the application.

Pre-application discussions can also help you and the planning authority identify areas of concern about your proposed development so that you can give consideration to amending your proposal before the application is submitted. The advice and guidance given to you at the pre-application stage is given in good faith. However, it does not guarantee or supply a definitive undertaking as to whether your proposal is likely to be acceptable.

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state '*Unknown*'.

This will assist the Council in dealing with your application as quickly as possible.

5. Description of your Proposal

Please describe the development or works as shown on the original decision letter and clearly indicate the permission reference number and condition that you wish to discharge, remove or vary. It is essential that the number and description of the condition(s) to which this application relates are specified, so that no confusion arises.

6. Discharge of Condition

You should clearly indicate the materials/details that are being submitted for approval. In some circumstances (e.g. when seeking approval of a large number of materials) the submission of individual samples (or collectively shown on a materials sample board) may be appropriate.

7. Part Discharge of Condition(s)

If the details being submitted only discharge part of a condition(s) then this should be clearly set out together with a description of that part of the condition to which the application relates.

8. Planning Application Requirements & Local Level Requirements

There are two levels of requirements, national and local:

- **National** - Use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted.
- **Local** - The local planning authority will have produced a document (usually available from their website) which details any specific information that is required to accompany the application in addition to the national requirements.

Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information may result in your application being returned as invalid.

9. Declaration

Please sign and date your application.

10. Applicant Contact Details

Please provide contact information for the applicant.

11. Agent Contact Details

Please provide contact information for the agent.

12. Site Visit

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.

DETAILS RESERVED BY CONDITION VALIDATION REQUIREMENTS 2024



This list applies to an application for details reserved by condition. This kind of application should be used when you need to provide further information as part of a condition on a planning permission. (If you wish to vary or remove a condition you need to complete a different form called **application for removal or variation of condition following a grant of planning permission** and you need to refer to the planning validation requirements list).

This list contains the minimum requirements for the application to be accepted as valid but further detail may be requested during the life of the application, so that there is enough information for the application to be decided.

Do not make the application until you have finalised all the information you want us to consider and if necessary, you should consider discussing the work with your own planning consultant before submitting the application. If an invalid application is submitted, all the missing information must be provided within 2 weeks of request, unless otherwise agreed in writing. Where all the validation information is not provided, the application will be returned and refunded, with a fee of £40.00 per application being retained to cover the cost of administering the return. Generally, due to government time scales for determining applications, once validated it is unlikely that the case officer will enter into negotiations.

We only accept electronic plans in pdf format, and they must be scanned to actual document size (not to fit) so that they can be accurately scaled. All electronic plans should be submitted as individual pdf's and not combined into one document as we will only have to separate them to upload them against the application on the website. If printed plans are provided, make sure they are printed to actual size **not** 'fit to page' so they can be measured. Please ensure none of the supporting documents you provide contain signatures, phone numbers or email addresses as these will need to be redacted. If a document has to be redacted, it will not be possible to view it in colour on the website. If providing photographs, make sure they do not include people who can be identified, children or car number plates. If they do, please make sure they are redacted before submitting them.

If the application you are making is dealing with drainage conditions, you may find it useful to carefully check the original permission to be clear on the level of information and monitoring that needs to be provided before making the application. To assist there is additional information and a checklist relating to surface water drainage on our website <https://www.arun.gov.uk/surfacewater> Ideally, please make a separate application for the discharge of drainage conditions and do not include other non drainage conditions in the same application. If you do submit the drainage conditions with others, we will separate them out from any other conditions you have applied to discharge and

give them a separate application reference number. This will prevent the determination of the other conditions from being delayed while the drainage information is being assessed.

Information item	Types of application that require this information	Geographic locations where this information is required	What information is required?	Where to look for further assistance
NATIONAL REQUIREMENTS				
1. Written request.	All applications for details reserved by condition.	All areas of the district.	There is an application form available to assist applicants, but the request can be made by letter/email. The request must give sufficient information to be able to identify the condition and the application that it relates to.	General guidance can be found at: https://www.gov.uk/guidance/use-of-planning-conditions#discharging-and-modifying-conditions-once-planning-permission-is-granted The application form called application for approval of details reserved by condition can be completed online at the Planning Portal: www.planningportal.co.uk If you have difficulty completing the online form, you need to contact the Planning Portal service desk: support@planningportal.co.uk or call 0333 323 4589

Information item	Types of application that require this information	Geographic locations where this information is required	What information is required?	Where to look for further assistance
				Monday to Friday 9am-5pm. If you are unsure about the correct form to use, contact the Technical Support Unit on 01903 737711 or email planning@arun.gov.uk
2. Plans and information.	All applications for details reserved by condition.	All areas of the district.	Sufficient plans and information need to be provided to allow the application to be determined. We only accept electronic plans in pdf format and plans must be scanned to actual document size (not to fit) so they can be accurately scaled. All electronic plans should be submitted as individual pdf's and not combined into one document as we will have to separate them out to upload them against the application on the website. If printed plans are provided, please print out to actual size not 'fit to page' so they can be measured. Please ensure that none of the supporting documents contain signatures, phone numbers or email addresses as these will need to be redacted. If a document has to be redacted by us, it will not be possible to view it in colour on the website. If	If you are unclear of the requirements, please refer to the case officer who determined the original application.

Information item	Types of application that require this information	Geographic locations where this information is required	What information is required?	Where to look for further assistance
			providing photographs, please make sure they do not include people who can be identified, children or car number plates. If they do, please make sure they are redacted before submitting them to us.	
3. Fee.	All applications for details reserved by condition.	All areas of the district.	The fee is variable dependent on the original planning permission. If an invalid application is submitted, all the missing information must be provided in two weeks of request, unless otherwise agreed in writing. Where all the validation information is not provided, the application will be returned and refunded, with a fee of £40.00 per application being retained to cover the cost of administering the return. No fee is due in relation a condition on a listed building consent application.	The Planning Portal has a fee calculator to enable applicants to calculate the fee required to accompany any application: https://1app.planningportal.co.uk/FeeCalculator/Stand-alone For further clarification on fees contact the Technical Support Unit on 01903 737711 or email planning@arun.gov.uk
4. Biodiversity Gain Plan	Only on applications seeking to discharge the Statutory Biodiversity Gain Plan condition or Phased Gain Plan condition.	All areas of the district	A fully completed Gain Plan template. There are 3 different templates, the Gain Plan Template used when discharging the standard Gain Plan condition. If discharging the phased development Gain Plan condition, you will need to complete an Overall Biodiversity Gain Plan	The template for the standard Gain Plan condition: https://www.gov.uk/government/publications/biodiversity-gain-plan The templates for the

Information item	Types of application that require this information	Geographic locations where this information is required	What information is required?	Where to look for further assistance
			Template as well and a Phased Biodiversity Gain Plan template for each phase. The accompanying documentation that must be submitted varies depending on which template is being completed, so please refer to the template. Further information on what needs to be included can be found at: https://www.gov.uk/guidance/submit-a-biodiversity-gain-plan	Phased Gain Plan condition: https://www.gov.uk/government/publications/biodiversity-gain-plan-phased-development-templates
5. Completed Statutory biodiversity metric or small sites metric	Only on applications seeking to discharge the Statutory Biodiversity Gain Plan condition or Phased Gain Plan condition.	All areas of the district.	An up to date completed statutory biodiversity metric or small sites metric (statutory biodiversity metric) excel spreadsheet. If there has been no change, you can resubmit the original that was submitted as part of the planning application.	Information on which metric to complete and general guidance on completing it, can be found at: https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides
6. Condition Assessments	Only on applications seeking to discharge the Statutory Biodiversity Gain Plan condition or Phased Gain Plan condition.	All areas of the district.	Up to date condition assessments must be submitted. If there has been no change, you can resubmit the original that was submitted as part of the planning application.	
7. Pre-development Habitat Survey	Only on applications seeking to discharge the Statutory Biodiversity Gain	All areas of the district.	A pre-development survey report must be submitted with the Net Gain Plan template and the Overall	

Information item	Types of application that require this information	Geographic locations where this information is required	What information is required?	Where to look for further assistance
report and Map (On site)	Plan condition or Phased Gain Plan condition.		Biodiversity Net Gain Template together with a map. The map must be drawn to an identified scale and show the direction of North. It must include all baseline habitats, including the area of each habitat type. If the statutory biodiversity metric has been used, units must be hectares (ha) for the habitat module and kilometres (km) for the watercourse and hedgerow modules. If the small sites biodiversity metric has been used, units must be metres squared (m ²) for the habitat module and metres (m) for the watercourse and hedgerow modules.	
8. Post development Habitat Map or landscape Plan (On site)	Only on applications seeking to discharge the Statutory Biodiversity Gain Plan condition or Phased Gain Plan condition.	All areas of the district	The map must be drawn to an identified scale and show the direction of North. It must show existing habitat types to be retained and enhanced, and new habitat types to be created. If the habitat module and kilometres (km) for the watercourse and hedgerow modules. If the small sites biodiversity metric has been used, units must be metres squared (m ²) for the habitat module and metres (m) for the watercourse and hedgerow modules.	
9. Off-site	Only on applications	All areas of the district	These maps must be drawn to an	

Information item	Types of application that require this information	Geographic locations where this information is required	What information is required?	Where to look for further assistance
predevelopment baseline and post development Habitat Maps if applicable	seeking to discharge the Statutory Biodiversity Gain Plan condition or Phased Gain Plan condition, if the developer is delivering off site gains on land within the developer's ownership or through a third party landowner. Please refer to the template you are completing.		identified scale and show the direction of North. The maps must show existing habitat types to be retained and enhanced, and new habitat types to be created. If the statutory biodiversity metric has been used, units must be hectares (ha) for the habitat module and kilometres (km) for the watercourse and hedgerow modules. If the small sites biodiversity metric has been used, units must be metres squared (m²) for the habitat module and metres (m) for the watercourse and hedgerow modules.	
10. Approved Compensation Plan if applicable	Only on applications seeking to discharge the Statutory Biodiversity Gain Plan condition or Phased Gain Plan condition and the development has an impact on irreplaceable habitats. Please refer to the template you are completing.	All areas of the district.	Provide a copy of the approved compensation plan.	Guidance on irreplaceable habitats: https://defraenvironment.blog.gov.uk/2023/10/05/irreplaceable-habitats-and-bng-what-you-need-to-know/
11. Evidence no units available through the market if applicable	Only on applications seeking to discharge the Statutory Biodiversity Gain Plan condition or Phased Gain Plan condition if planning to use biodiversity statutory credits. Please	All areas of the district.	Provide copy of the message from at least three habitat providers or a date stamped search result from the online registers.	

Information item	Types of application that require this information	Geographic locations where this information is required	What information is required?	Where to look for further assistance
	refer to the template you are completing.			
12. Proof of purchase of Statutory Biodiversity Credits if applicable	Only on applications seeking to discharge the Statutory Biodiversity Gain Plan condition or Phased Gain Plan condition if using biodiversity statutory credits. Please refer to the template you are completing.	All areas of the district.	Provide proof of purchase and the reference number when submitting the Gain Plan.	

FEES FOR PLANNING, CONTROL OF ADVERTISEMENTS & OTHER APPLICATIONS

TOWN AND COUNTRY PLANNING (FEES FOR APPLICATIONS, DEEMED APPLICATIONS, REQUESTS AND SITE VISITS) (ENGLAND) REGULATIONS 2012

OPERATIONS

1.The erection of dwellinghouses (other than development in category 6).	(1) Where the application is for <u>outline</u> planning permission and (a) the site area is less than 0.5 hectares, £610 for each 0.1 hectare (or part thereof) of the site area; (b) the site area is at least 0.5 hectares but does not exceed 2.5 hectares, £659 for each 0.1 hectare (or part thereof) of the site area; (c) the site area exceeds 2.5 hectares, £16,291 and an additional £196 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares subject to a maximum in total of £213,769. (2) Where the application is for permission in principle, £531 for each 0.1 hectare (or part thereof) of the site area. (3) <u>In any other case</u> (a) where the number of dwellinghouses to be created by the development is fewer than 10, £610 for each dwellinghouse; (b) where the number of dwellinghouses to be created by the development is at least 10 but no more than 50, £659 for each dwellinghouse; (c) where the number of dwellinghouses to be created by the development is more than 50, £32,578 and an additional £196 for each dwellinghouse in excess of 50, subject to a maximum in total of £427,537.
2.The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7.	(1) Where the application is for <u>outline</u> planning permission and (a) the site area is less than 1 hectare, £610 for each 0.1 hectare (or part thereof) of the site area; (b) the site area is at least 1 hectare but does not exceed 2.5 hectares, £659 for each 0.1 hectare (or part thereof) of the site area; (c) the site area exceeds 2.5 hectares, £16,291 and an additional £196 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £213,769. (2) Where the application is for permission in principle, £531 for each 0.1 hectare (or part thereof) of the site area. (3) <u>In any other case</u> (a) where no floor space is to be created by the development, £309; (b) where the area of the gross floor space to be created by the development does not exceed 40 square metres, £309; (c) where the area of the gross floor space to be created by the development exceeds 40 square metres, but is less than 1000 square metres, £610 for each 75 square metres (or part thereof); (d) where the area of the gross floor space to be created by the development is at least 1000 square metres but does not exceed 3750 square metres, £659 for each 75 square metres (or part thereof); (e) where the area of the gross floor space created by the development exceeds 3750 square metres, £33,578; and

	an additional £196 for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of £427,537 .
3.The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4).	(1) Where the application is for <u>outline</u> planning permission and (a) the site area is less than 1 hectare, £610 for each 0.1 hectare (or part thereof) of the site area; (b) the site area is at least 1 hectare but does exceed 2.5 hectares, £659 for each additional 0.1 hectare (or part thereof) of the site area; (c) the site area exceeds 2.5 hectares, £16,291 and an additional £196 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares subject to a maximum in total of £213,769. (2) Where the application is for permission in principle, £531 for each 0.1 hectare (or part thereof) of the site area. (3) <u>In any other case</u> (a) where the area of gross floor space to be created by the development does not exceed 465 square metres, £127; (b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, £610; (c) where the area of the gross floor space to be created by the development exceeds 540 square metres but is less than 1000 square metres, £610 and an additional £610 for each 75 square metres (or part thereof) in excess of 540 square metres; (d) where the area of gross floor space to be created by the development is at least 1000 square metres but does not exceed 4215 square metres, £5270 and an additional £659 for each 75 square metres (or part thereof) in excess of 1000 square metres (e) where the area of gross floor space to be created by the development exceeds 4215 square metres, £32,578 and an additional £196 for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum in total of £427,537.
4.The erection of glasshouses on land used for the purposes of agriculture.	(1) Where the area of gross floor space to be created by the development does not exceed 465 square metres, £127. (2) Where the area of gross floor space to be created by the development exceeds 465 square metres but is less than 1000 square metres, £3405. (3) Where the area of the gross floor space to be created by the development is 1000 square metres or more, £3,677.
5.The erection, alteration or replacement of plant or machinery.	(1) Where the site area is less than 1 hectare, £610 for each 0.1 hectare (or part thereof) of the site area. (2) Where the site area is at least 1 hectare but does not exceed 5 hectares, £659 for each 0.1 hectare (or part thereof) of the site area. (3) Where the site area exceeds 5 hectares, £32,578 and an additional £196 for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of £427,537.
6.The enlargement, improvement or other alteration of existing dwellinghouses.	(1) Where the application relates to a single dwellinghouse, £548. (2) Where the application relates to two or more dwellinghouses, £1083.
7.The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse.	£272 .
8.The construction of car parks, service roads and other	£309

means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.	
9.The carrying out of any operations connected with exploratory drilling for oil or natural gas.	(1) Where the site area does not exceed 7.5 hectares, £725 for each 0.1 hectare (or part thereof) of the site area. (2) Where the site area exceeds 7.5 hectares, £54,255 and an additional £215 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares, subject to a maximum in total of £427,537 .
10.The carrying out of any operations (other than operations coming within category 9) for the winning & working of oil or natural gas.	(1) Where the site area does not exceed 15 hectares, £366 for each 0.1 hectare (or part thereof) of the site area. (2) Where the site area exceeds 15 hectares, £54,896 and an additional £215 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £111,159 .
11.The carrying out of any operations not coming within any of the above categories.	(1) In the case of operations for the winning and working of minerals (a) where the site area does not exceed 15 hectares, £333 for each 0.1 hectare (or part thereof) of the site area; (b) where the site area exceeds 15 hectares, £49,786 ; and an additional £196 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £111,159 . (2) In any other case, £309 for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of £2,676 .

USES OF LAND

12.The change of use of a building to use as one or more separate dwellinghouses.	(1) Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses- (a) where the change of use is to use as fewer than 10 dwellinghouses, £610 for each additional dwellinghouse; (b) where the change of use is to use as at least 10 but no more than 50 dwellinghouses, £659 for each additional dwellinghouse; (c) where the change of use is to use as more than 50 dwellinghouses, £32,578 and an additional £196 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum of in total of £427,537 . (2) In all other cases- (a) where the change of use is to use as fewer than 10 dwellinghouses, £610 for each dwellinghouse; (b) where the change of use is to use as at least 10 but no more than 50 dwellinghouses, £659 for each dwellinghouse; (c) where the change of use is to use as more than 50 dwellinghouses, £32,578 and an additional £196 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £427,537 .
13.The use of land for (a)the disposal of refuse or waste materials; (b)the deposit of material remaining after minerals have been extracted from land; or (c)the storage of minerals in the open.	(1) Where the site area does not exceed 15 hectares, £333 for each 0.1 hectare (or part thereof) of the site area. (2) Where the site area exceeds 15 hectares, £49,786 and an additional £196 for each 0.1 hectare (or part thereof) of the site area in excess of 15 hectares, subject to a maximum in total of £111,159 .
14.The making of a material change in the use of a building or land (other than a material change of use in category 12 or 13(a), (b) or (c)).	£610 .

ADVERTISEMENTS

1.Advertisements displayed externally on business premises, the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to all or any of the following matters	£174 .
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(a)the nature of the business or other activity carried on t the premises; (b)the goods sold or the services provided on the premises; or (c)the name and qualifications of the person carrying on such business or activity or supplying such goods or services.	
2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.	£174.
3. All other advertisements.	£610.

OTHER TYPES OF APPLICATIONS

1. Approval of reserved matters following outline approval.	Full application fee due or if the full application fee already paid £610.
2. Variation or removal of a condition on a planning permission.	(a)if the application is a householder application £89 ; (b)if the application is an application for Major development £2,076 ; (c) in any other case, £608.
3. Written confirmation of compliance, consent, agreement, approval or discharge of a condition or conditions attached to a planning permission.	(a)existing dwellinghouses/residential curtilages, £89 (b)all other cases (including condition relating to the submission of a Biodiversity Gain Plan), £309 for each request.
4. Non-material changes to a planning permission.	(a)householder applications, £46. (b)all other applications, £309.

PRIOR NOTIFICATIONS

A fee for a prior approval application is payable in relation to certain types of development authorised by the Town & Country Planning (General Permitted Development) Order 2015 Schedule 2. The amounts are payable every time an application for prior approval is made unless an exemption applies.

1. For a material change of use under any Part of Schedule 2 (Except for an application under Part 4 temporary buildings and uses).	£249.
2. For an application under Part 1 relating to development permitted by class A of that Part (enlargement, improvement or other alteration of a dwellinghouse) which exceeds the limits in paragraph A.1 (f) of that class but allowed under paragraph A.1(g).	£249.
3. For an application under Part 1 relating to development under Class AA of that part (enlargement of a dwelling house by construction of additional storeys).	£249.
4. For an application under Part 3 relating to development consisting of the making of a material change of use of any building or other land and building operations in connection with that change of use.	£536.
5. For an application under Part 3 of that schedule relating to development permitted by class MA of that part (commercial, business and service uses to dwellinghouses).	£260 for each proposed dwellinghouse.
6. For applications under part 4 (temporary building and uses), 6 (agricultural and forestry), 7 (non-domestic extensions, alterations etc), 11(heritage and demolitions) or 14 (renewable energy).	£249.
7. For development under Part 7 relating to the development permitted by class M (extensions for schools, colleges, universities, prisons and hospitals) where the application relates to the erection, extension or alteration	£249.

of a university building.	
8. For an application under Part16 (communications).	£610.
9.For applications under Part 19 (development by the Crown or for national security purposes).	£249.
10. For applications under Part 20 (Construction of new dwelling houses).	(i)where the number of new dwellinghouses proposed by the development as specified in the written statement accompanying the application is fewer than 10, £441 for each new dwellinghouse; (ii) where the number of new dwellinghouses proposed by the development as specified in the written statement accompanying the application is at least 10 but no more than 50, £476 for each new dwellinghouse; (iii) where the number of new dwellinghouses proposed by the development as specified in the written statement accompanying the application is more than 50, £23,550 and an additional £142 for each new dwellinghouse in excess of 50, subject to a maximum in total of £427,537 .

APPLICATION FOR A CERTIFICATE OF LAWFUL USE OR DEVELOPMENT

1. Where the use or development has already been carried out.	The sum payable as would be required in respect of a planning application to begin the use or carry out the development
2. Where it affects any failure to comply with a condition.	£309
3. Where it relates to a proposed use or development.	Half the sum payable for the normal planning application fee.
4. Use as one or more separate dwellinghouses.	The sum payable as for the erection of dwellinghouses

NOTES FOR GUIDANCE

This information should be read as advice only and the precise means of assessing the appropriate fee is that contained in the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012.

If, after you have read the below guidance notes, you still require further assistance in determining the correct fee for your application, please contact the Council's Technical Support Unit by telephoning 01903 737711 or e-mailing planning@arun.gov.uk.

General

- Most planning and other related applications require payment of a fee which is set nationally by Government legislation.
- Payment can be made by cheque made payable to Arun District Council and sent with the application. Credit or debit card payments can be made on our website <https://www1.arun.gov.uk/officeforms/PaymentOnline.ofm1> and selecting planning fee but you must quote a planning application reference number so that payment can be matched to the application. If you are making a planning portal application, you must make your payment directly to the planning portal or they will not release the application to the Council. **Cash payments cannot be accepted.**
- If payment is made separately to the application, please ensure you send an accompanying letter detailing the application reference number (if known) or the application site address.
- VAT is not applicable to any planning and other related application fees.
- The fee must accompany the application when the application is lodged and the statutory period, within which, a decision is required to be made, begins with the receipt of a valid application with the correct fee.

6. The Government Fee Regulations preclude the Council from refunding the fee once an application has been validated. However, the Council will refund the fee where an application is invalid or is awaiting validation providing the application is withdrawn in writing or by e-mail by the applicant/agent beforehand.

Definitions

1. **Site Area**

This should be taken as the land to which the application relates, shown edged red on the location plan accompanying the application. The site area as outlined in red on the location plan must include the application site, access from the public highway and all land necessary to carry out the development (i.e. Visibility splays, landscaping, car parking and open spaces around buildings).

2. **Floorspace**

Wherever this applies it should be taken as the gross amount including all storeys to be created by the development using external measurements. Any buildings or parts thereof that are proposed to be removed cannot be deducted as part of this calculation.

3. **Or part thereof**

Where the floorspace or site area of the proposal is not an exact multiple of the unit of measurement provided by the fees scale, the amount remaining is taken to be a whole unit for fee purposes. Thus in order to ascertain an exact measurement you should round up not down.

4. **Dwellinghouse**

For fee purposes, a dwellinghouse is defined as a building or part of a building which is used as a single private dwellinghouse and for no other purpose. This includes flats and maisonettes.

Calculation of Fees

1. Where an application involves the erection of residential and non-residential floor space the fee payable will be the sum of the fees of the two or more constituent parts.
2. Where the application fee could be calculated from one or more categories (excluding erection of dwellings) the fee payable will be the highest figure produced when each relevant category is calculated separately.
3. When calculating the fee based on floor space created, it is the gross floor space and not internal floorspace which should be calculated.

Concessions

1. The Government Fee Regulations only allow a limited number of concessions and the Council is unable to negotiate a reduction of the fee with any applicant or commercial, non-commercial, charitable, sports, social or other non-profit making organisation.
2. Applications made by Parish Councils or their agents for their own proposals attract half the normal application fee payable.
3. A developer may put forward alternative proposals for the same site and should seek further advice with regard to the correct fee payable.

Exemptions

No fees are payable for:

1. Applications required because of a Regulation 7 direction (Advertisement), providing the application is made solely because of the existence of the Regulation 7 direction and not because it would normally require planning permission which would attract a fee.
2. Applications for the alteration or extension of an existing dwellinghouse or in the curtilage of a dwelling house (other than the erection of a dwellinghouse) where such works are solely to improve the access, safety, health or comfort of a resident or proposed resident to whom Section 29 of the National Assistance Act 1948 applies (a disabled resident), or a child who is disabled for the purposes of Part III of the Children Act 1989 or a person who is aged 18 or over and has a disability within the meaning given by section 6 of the Equality Act 2010 (disability). A letter confirming that this person is registered or entitled to be registered under either of the above Acts should be obtained from West Sussex County Council – Social Services Department or confirmation of the Disabled Registration Number and should accompany the application at the time it is submitted. Otherwise a fee is required; however, the Council will refund the fee should this confirmatory letter be received after the application has been validated. Letters confirming benefit payments are not acceptable for this purpose.

This also applies for prior notification applications under Part 1 of Schedule 2 of the Town and Country (General Permitted Development) (England) Order 2015 for applications relating development permitted by Class A of that part (enlargement, improvement or other alteration of a dwelling house) which exceeds the limits in paragraph A.1(f) of that class but which is allowed by paragraph A.1(g) and also applications under Part 1 relating to development permitted by class AA of that part (enlargement of a dwellinghouse by construction of additional storeys)

3. Applications that relate solely to work to provide a means of access for disabled people to a building to which the public are admitted.
4. Prior approval applications for larger home extensions, additional storeys on a house and changes of use under Part 3, if a planning application for which a fee is payable, is made for the development of a site which includes buildings or other land which is the subject of the prior approval application and it is made on the same date and by or on behalf of the same applicant as the prior approval application.

Other applications not attracting a fee:

- Listed Building Consent
- Planning applications for demolition of unlisted buildings in conservation areas where the application relates solely to development which is relevant demolition (within the meaning of section 196D of the Town & Country Planning Act 1990)
- Applications to lop, top or fell trees sited in a Conservation Area or subject to a Tree Preservation Order.
- Hedgerow Removal Notice under the Environmental Act 1995 and Hedgerow regulations 1997.

Area Measurements

0.1 Hectare = 1,000 sq metres
1 Hectare = 10,000 sq metres

Conversion Table

Hectares to Acres = x 2.471 (i.e. 0.1 of a hectare = 0.2471 acres or 1000m²)

Square metres to square feet = x 10.76 (i.e. 40m² = 430.4ft²)