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Please ask for: Mrs D Johnson  
Email: [daun.johnson@arun.gov.uk](mailto:daun.johnson@arun.gov.uk)  
Telephone: 01903 737762  
Our Ref: FG/155/25/PL  
Your Ref:  
Date: 15th December 2025

Dear Mr Ansell,

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

**Application for Planning Permission**

**Development:** Erection of 1 No 1-bedroom house with associated parking & private outdoor amenity space. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.

**Location:** Land Between 11a The Grove And 30 Brook Lane Ferring BN12 5HZ

Thank you for your recent application which I received on 12th December 2025. 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 valid application until the following item(s) have been received or resolved :-

**Biodiversity Net Gain Metric Tool**

A fully completed statutory biodiversity metric calculation tool must be provided in excel and pdf format. Further details and links to the metric tool can be found in the Validation Requirements List.

**Biodiversity Net Gain Information**

It is a statutory requirement that supporting biodiversity information is provided and this includes the following:

The pre-development biodiversity value of onsite habitat.

A statement confirming whether any destructive or degrading activities have taken place which would impact the biodiversity value on the site.

A description of any irreplaceable habitat.

A plan showing on site habitat.

Further information on exactly what is required can be found in the Validation Requirements List and it is likely you will need to appoint a specialist to assist in providing this information.

**Location Plan**

Please submit an electronic location plan in pdf format at a scale of 1:1250 or 1:2500 for rural areas. Further details of what must be included on the plan can be found in the Validation Requirements List.

## Block Plan

Please submit an electronic block plan in pdf format at a scale of 1:500. Further details of what must be included on the plan can be found in the Validation Requirements List.

## Elevations

Please submit electronic plans in pdf format clearly labelled proposed elevations at a scale of 1:50 or 1:100. Further details can be found in the Validation Requirements List.

## Floor Plans

Please submit electronic plans in pdf format clearly labelled proposed floor plans at a scale of 1:50 or 1:100. Further details can be found in the Validation Requirements List.

## Roof Plan

Please submit electronic plans showing the existing and proposed roof plan. Please refer to the Validation Requirements List for further details.

## 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.

## Flood Risk Assessment

This application requires a Flood Risk Assessment. The Environment Agency website provides information on what should be included. Please refer to the Validation Requirements List for further details and contact details for the Environment Agency.

## Surface Water Drainage Information

Please provide the required surface water drainage information in separate documents as indicated in the planning Validation Requirements List.

## Tree Survey and Arboricultural Report

The application site contains trees or is adjacent to land which contains trees which may be affected by the development proposals. A tree survey and arboricultural statement is required in accordance with the Validation Requirements List.

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 **29th December 2025** or your application will be closed as incomplete and where a fee has been paid, I will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. If you have difficulty meeting this deadline please contact the above officer to agree an extension to this time scale. Once the application has been closed, you will need to submit a fresh application if you still want to proceed.

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>