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Arun District Council  
Arun Civic Centre  
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Littlehampton  
West Sussex BN17 5LF  
Planning & Building Control 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](http://www.arun.gov.uk/planning)

Beehive Care Group  
27 Old School House  
Ferring Street  
Ferring  
West Sussex  
BN12 5HL

Please ask for: Ms Iqraa Malik  
Email: iqraa.malik@terraquest.co.uk  
Telephone: 0121 234 1390  
Our Ref: FG/16/25/A  
Your Ref:  
Date: 4th February 2025

Dear Mrs Swindells,

**Town & Country Planning (Control of Advertisement) (England) Regulations 2007 (as amended)**

**Application for Consent to Display an Advertisement(s)**

**Development:** Installation of 1No. internally illuminated sign. (Retrospective).  
**Location:** Old School House 27 Ferring Street Ferring BN12 5HL

Thank you for your recent application which I received on 3rd February 2025. It is being validated by Ms Iqraa Malik 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 :-

No fee accompanied your application. I suggest that the required fee is £165.00 and would be grateful if you would either make payment on line at

<https://www1.arun.gov.uk/make-a-payment/start>

or forward a cheque made payable to Arun District Council as soon as possible. Please note we cannot accept cash.

**Block Plan**

Please submit an electronic block plan showing the location of the sign 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 existing and proposed elevations at a scale of 1:10, 1:20, 1:50 or 1:100. Please ensure the plan measures consistently with the dimensions listed on the application form. Further details can be found in 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 **18th February 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>