

L M Associates Ltd  
Clock Tower House  
Lewes Road  
Lindfield  
RH16 2LH

Arun District Council  
Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF

Tel: 01903 737756  
Email: [planning@arun.gov.uk](mailto:planning@arun.gov.uk)  
[www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)  
Please ask for: Elaine Walby  
Email: [elaine.walby@arun.gov.uk](mailto:elaine.walby@arun.gov.uk)  
Telephone: 01903 737904  
Our Ref: FG/29/26/DOC  
Your Ref: GRM/0126/PL01  
Date: 24th April 2026

Dear Mr Middle,

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

**Approval of matters reserved by condition**

**Development:** Approval of details reserved by condition under FG/92/24/PL relating to conditions 6- Cycle Parking, 7- Front Boundary Treatment , 11- Biodiversity Enhancement Layout, 12- Bat Friendly Lighting, 14- Biodiversity Gain Plan.

**Location:** Land To The Rear Of 1 Sea Drive Ferring BN12 5HD

Thank you for your recent application which I received on 20th April 2026. It is being validated by Elaine Walby 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 £309.00 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. If you have paid on line, please forward a copy of the fee receipt, so the payment can be quickly linked to the application. Please note we cannot accept cash.

**Biodiversity Net Gain Metric Tool**

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

Please provide a completed Statutory Biodiversity Gain Plan Template and include the Condition Assessments, Pre-Development Habitat Survey Report & Map and Post Development Habitat Map or Landscape Plan. Depending on how you complete the template there may be additional information that you will need to provide.

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.

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 **8th May 2026** 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>