

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
www.arun.gov.uk/planning
Please ask for: Elaine Walby
Email: elaine.walby@arun.gov.uk
Telephone: 01903 737904
Our Ref: FG/29/26/DOC
Your Ref: GRM/0126/PL01
Date: 20th May 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 the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following matters are resolved:-

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 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 **3rd June 2026**. If this information is not received by this date, I will close the file as incomplete and where a fee has been paid, will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. Once closed, if you wish to continue you will have to submit

a fresh application.

If this letter has crossed with you providing the information, please ignore it.

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>