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Arun District Council  
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Maltravers Road  
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West Sussex BN17 5LF

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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: F/26/25/PL  
Your Ref:  
Date: 5th November 2025

Dear Miss Baxter,

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

### **Application for Planning Permission**

**Development:** Demolition of existing storage container and erection of single storey office and welfare facilities. this application is in CIL Zone 3 (Zero Rated) as other development.

**Location:** Highway Depot Ford Lane Ford BN18 0DF

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:-

#### **Location Plan**

Please only red edge the application site and blue edge any adjoining land in control/owned by the applicant.

Please confirm how the foul water will be disposed.

Please confirm the amended description is accurate and satisfactory.

#### **Protected Species and Site Survey**

A Preliminary Ecological Appraisal (PEA) or similar, should be provided to inform the sites ecological baseline. This should include a desktop search of the Sussex Biodiversity Records Centre Data. The results should be used to inform the need for additional surveys for protected species/sites. All further species specific surveys must be submitted as part of the application before the application can be validated. Further information on what is required and where to seek guidance can be found in the Validation Requirements List.

#### **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.

#### Waste Infrastructure Statement

This application falls within a waste consultation area and an assessment of the impact of the development on the waste infrastructure will need to be provided. Further information 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 **6th November 2025**. 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>