

Nicola Spencer

From: Jack Dowling [REDACTED]
Sent: 17 July 2026 14:15
To: Nicola Spencer
Subject: RE: LU/120/26/HH 7 Norfolk Plance Littlehampton
Attachments: Biodiversity Enhancement Statement.pdf; Cil.pdf; Heritage Statement.pdf; Householder Form.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

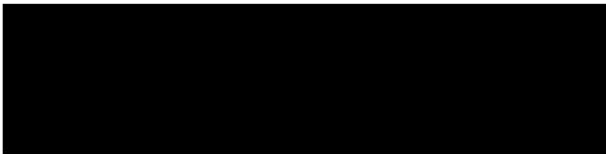
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Hi Nicola,

Please see attached as requested, we agree to the description.

Many Thanks

Jack Dowling



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From: Nicola Spencer <Nicola.Spencer@arun.gov.uk>
Sent: 10 July 2026 20:40
To: Jack Dowling [REDACTED]
Cc: [REDACTED]
Subject: RE: LU/120/26/HH 7 Norfolk Plance Littlehampton

Dear Mr Dowling

You can if you wish, but you will need to pay again as the original was a paper application and I don't think you will be able to get around the portal without paying them .

If you do, we will upload the portal documents against the original application reference as all the documentation to date has been loaded against it.

Yours sincerely

Nicola Spencer
Technical Support Manager
Planning Services

T: 01903 737945

E: nicola.spencer@arun.gov.uk

Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk

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From: Jack Dowling <[REDACTED]>
Sent: 10 July 2026 13:53
To: Nicola Spencer <Nicola.Spencer@arun.gov.uk>
Cc: [REDACTED]
Subject: RE: LU/120/26/HH 7 Norfolk Plance Littlehampton

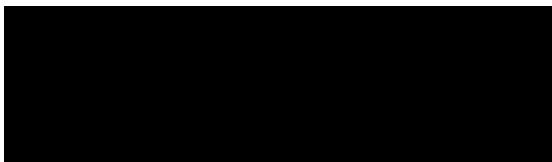
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Hi Nicola,

Thanks for sending over what's required, are you happy for me to make a fresh submission through the planning portal? As then all the required info can be sent together? Thanks

Many Thanks

Jack Dowling



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From: Nicola Spencer <Nicola.Spencer@arun.gov.uk>

Sent: 04 July 2026 12:51

To: Jack Dowling [REDACTED]

Cc: [REDACTED]

Subject: RE: LU/120/26/HH 7 Norfolk Plance Littlehampton

Dear Mr Dowling

Thank you for providing the plans.

The following items are still outstanding

1. Application form – we are missing the last page of the application form containing questions 13,14,15,16 and 17. Please can either you or Mr Maynard complete these sections, I have attached a blank form.
2. The wrong certificate was completed. Mr Maynard has confirmed it should be Certificate A as the applicant owns the property. Please could you complete the correct certificate.
3. CIL form , please complete and return the attached form.
4. Heritage Statement. As the property is in a conservation area , we require a heritage statement. I attach a template and guidance note.
5. Biodiversity Enhancement Statement.
6. Please can you confirm the amended description which is 'Retrospective application for replacement pitched roofs to house and outhouse and new guttering and fascias to all elevations. Removal of chimney stack on main roof. Replacement of original timber-glazed doors on east elevation with uPVC doors and replacement uPVC window to 1st floor bathroom on south elevation. This application may affect the character an appearance of the Littlehampton Sea Front Conservation Area.'

Upon receipt of this information, I will be able to validate the application .

Yours sincerely

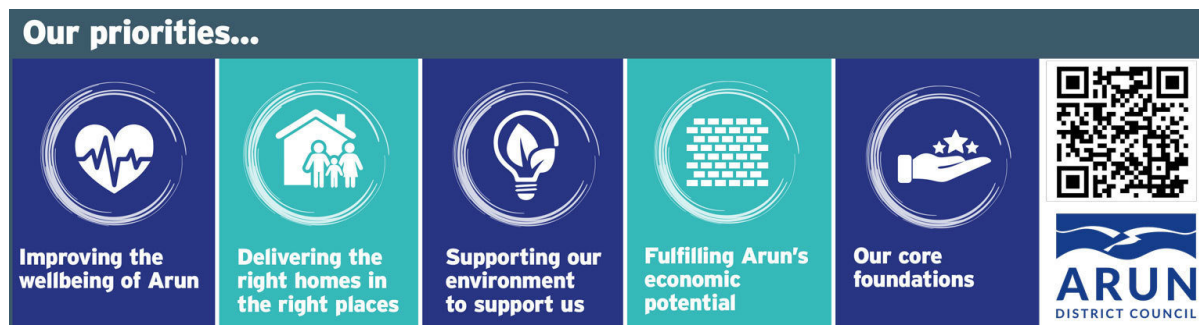
Nicola Spencer
Technical Support Manager
Planning Services

T: 01903 737945

E: nicola.spencer@arun.gov.uk

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Littlehampton, West Sussex, BN17 5LF
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From: Jack Dowling <[REDACTED]>
Sent: 30 June 2026 13:03
To: Nicola Spencer <Nicola.Spencer@arun.gov.uk>
Subject: LU/120/26/HH

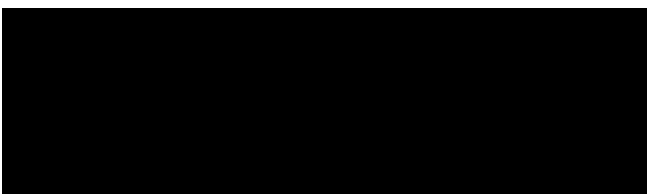
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Hi Nicola,

I have been instructed by William Maynard to take over this application, please see attached plans, can you please let me know what else you require? Thanks

Many Thanks

Jack Dowling





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