

Nicola Spencer

From: Nicola Spencer
Sent: 01 June 2026 10:36
To: william maynard
Subject: RE: Planning application LU/120/26/HH 7 Norfolk Place Littlehampton
Attachments: Extracted pages from PACK 1.pdf

Dear Mr Maynard

I am sorry for not responding sooner. I have reattached an application form so you can print it out and recomplete page 5 with the correct ownership certificate- Certificate A and the last page (page 7) which was missing. If you can return these to me, I can swap over the certificate and add the last page to the form I already have.

With regard to the location and block plan I think it will be easier for you to purchase a ordnance survey plan rather than the land registry plan as the land registry plan may contain information which is not relevant to the planning application. [Find a business partner](#) | [Business services](#) | [OS](#)

I await to hear from you with the other information.

Yours sincerely

Nicola Spencer
Technical Support Manager
Planning Services

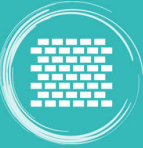
T: 01903 737945
E: nicola.spencer@arun.gov.uk

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From: william maynard [REDACTED]
Sent: 22 May 2026 17:46

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

Subject: Re: Planning application LU/120/26/HH 7 Norfolk Place Littlehampton

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Good afternoon Nicola,

I was afraid the paperwork I sent would be insufficient for your Planning team.

Just to advise I am currently in Brighton waiting for my 2nd eye op so I will be brief in my reply thus far to you today.

My gosh, so many things to deal with and back in my day working full time in Local Government the formative pre project work (if any) was already set in place and completed by professional others and only then the project would land on my desk to implement, source the budget before starting the on site works. Nowadays I don't have the availability to draw on the knowledge of such specialists because they have either totally retired or indeed passed away. All that said I will just have to find someone to assist us in order to provide you with the missing information.

After a quick brief scan of your list 1-10,

I can comment thus far,

I retained a complete copy of what I was sent including those pages I filled out

I am quite confident I did not receive the last page containing item 13,14,15,16 and 17.

I can confirm Mrs NA Matthews is the Sole owner of the freehold premises as gifted to her as a wedding present from her now deceased husband.

Items 4,5,6.

I have asked our accountants who have access to the Land Registry Website and the necessary license to obtain the location plan etc but in particular to item 3 which I hope will be the case?

In my ignorance I didn't interpreted the instructions correctly re needing to supply any information relating 7,8,9.

Re item 10, thank you for that and I will look at this over the long B/H weekend assuming I can see properly after the next couple of days.

Thank you and I will also print off all that you have sent me and endeavour to update you next week.

There is actually a bird box on site because I removed it from the wall of the house and there is also a bird feeder so thank you for your valuable advice and indeed all your constructive help, it is much appreciated and my apologies for being such a dinosaur in not keeping up with the current regulations, time has certainly moved on in this last 15 years since my retirement with so many changes/ procedures and policies put in place.

I started this email a little bit earlier in the afternoon and just completed it and sent so I hope you will receive it from my phone. I will now be travelling home via a friend so assume you will not get to open my email after a long week for you till next Tuesday at the earliest.

Thank you again for your help and advice,

Kind regards,

William Maynard

On 22 May 2026, at 14:47, Nicola Spencer <Nicola.Spencer@arun.gov.uk> wrote:

Dear Mr Maynard,

Thank you for your recent planning application. Unfortunately, there are a number of issues that need to be resolved:

1. Application form – we are missing the last page containing points 13,14,15,16 and 17. Please can you forward.
2. You have completed ownership certificate B which implies that the property is not owned by the applicant, however you have provided her details. If she does own the entire property you need to complete certificate A. If she does not own the property you need to complete certificate B and list out the names, addresses of the owners, and serve notice on them.
3. Location plan – a plan at the scale of 1:1250 with the application site edged in red. The plan must include 1 named road and a north point. You may need to purchase an ordinance survey plan as we cannot accept a Google Earth plan. The ordinance survey website provides details of places where you can purchase their plans [Find a business partner | Business services | OS](#)
4. Block plan – a plan at the scale of 1:500 clearly indicating where the works have been carried out e.g. hatching the roof that has been replaced.
5. Elevations – please provide elevation plans at a scale of 1:50 or 1:100. Whilst your photographs are helpful, we need to be able to scale from the elevations. One set of plans will be acceptable if clearly labelled pre-existing and existing as the works have already been carried out.
6. Roof plans – whilst photographs are helpful, a scalable roof plan is required at either 1:50 or 1:100.
7. CIL form – please complete and return the attached form.
8. Heritage statement – as the property is in a conservation area, we require a heritage statement. I have attached a template and guidance note which describes what is required.
9. Please provide a biodiversity enhancement statement. All planning applications should be providing something that improves the biodiversity in the area and we need a statement indicating what you have/ will do to improve the biodiversity. It can be very straight forward such as adding a bird or bat box or whatever else you may wish to do.
10. I have simplified the description of works from the description you provided. Please confirm you agree with the amended description ‘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 and appearance of the Littlehampton Sea Front Conservation Area.’

I am unable to validate this application until all this information has been provided. If you need to discuss this, please feel free to ring me.

Yours sincerely

Nicola Spencer
Technical Support Manager
Planning Services

T: 01903 737945

E: nicola.spencer@arun.gov.uk

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<cil_questions.pdf>

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