

dowsettmayhew Planning Partner
Mocatta House
Trafalgar Place
Brighton
BN1 4DU

Dear Mrs Sheath,

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article 5

Application for Outline Planning Permission

Development: Outline planning application (with all matters except access reserved) for the construction of 31 residential units.

Location: Westholme Nursery Toddington Lane Littlehampton BN17 7PP

Thank you for your recent application which I received on 8th May 2025. It is being validated by Jonny Cooper 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 :-

Biodiversity Net Gain Metric Tool

Please provide the excel copy of the BNG metric.

Biodiversity Net Gain Information

Please submit a draft habitat management and monitoring plan, as per the councils validation requirements.

Block Plan

Please amend your block / site plan to include distances from the proposed dwellings to the site boundaries.

The windows serving the second floor of the affordable flats are different on the proposed elevations and floor plans. There is also an opening shown at first floor over the existing entrance on the floor plans, but only a window on the elevations. Please amend these accordingly and resubmit. You may need to amend your statements that include any of the erroneous plans.

Surface Water Drainage Information

Please provide the requested surface water drainage information as separate documents, as per the councils validation requirements (part 10, pages 29-31). You will note that the only documents

required for surface water drainage at the outline stage are Ground Investigation Results and a Surface Water Drainage Statement.

Heritage Statement

Please submit a Heritage Statement. Please refer to the validation requirements list for further information on what information should be included.

Historic Environment Record Search and Desk Based Assessment of Archaeological Potential.

A Historic Environment Record (HER) search needs to be undertaken and the results presented as a desk-based assessment of archaeological potential. Further information on how to carry out a search and the fees can be found at:
<https://www.westsussex.gov.uk/land-waste-and-housing/landscape-and-environment/historic-environment-record/>

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 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 **23rd May 2025** 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>