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Email: planning@arun.gov.uk
www.arun.gov.uk/planning
Please ask for: Ms Ella Summerfield
Email: ella.summerfield@terraquest.co.uk
Telephone: 0121 2341390
Our Ref: M/49/26/HH
Your Ref:
Date: 12th August 2026

Dear Mr Stoddart,

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

Application for Planning Permission for Works or Extension to a Dwelling

Development: Proposed rebuild on rear Single Storey Conservatory.
Location: 108 Elmer Road Middleton-On-Sea PO22 6LJ

Thank you for your recent application which I received on 7th August 2026. It is being validated by Ms Ella Summerfield 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 :-

The photos of the site show trees within distance of the proposed works, however, the application form has "no" ticked for trees.

Please agree to the application description being changed to " Single storey rear extension, following demolition of front and rear conservatories."

The location plan should be existing, 1:1250 and have a north arrow.

The proposed works suggests the front conservatory will be demolished, however, this is still shown in the block plan. Please review and amend.

The existing ground floor plan front conservatory door needs to be made more visible on the existing elevation plan.

The existing right side elevation should show a part of the front conservatory.

The proposed second floor plans show the front conservatory roof, however, the rest of the proposed plans suggest it will be demolished.

The existing ground floor plans needs to add the door that leads to the front conservatory.

The site plan should have a scale of 1:500, have a north arrow and have dimensions from the proposed works to the site boundary.

Proposed section conservatory door is inconsistent with the proposed ground floor plans.
Proposed section living room door inconsistent with proposed ground floor plans.
Proposed section kitchen door inconsistent with proposed ground floor plans.

Please confirm if the door to the first floor bedroom one leads to a flat roof with railing, if so this needs to be visible on the plans.

The window of the extended kitchen is inconsistent between the proposed ground floor and right elevation plans.

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.

Lidsey Drainage Impact Assessment

This application is for development with the Lidsey Wastewater Treatment Works Catchment Area and a statement explaining how foul and surface water is to be drained from the site is required. The statement must include what measures will be implemented by the applicant to reduce the impact of foul and surface water drainage in the catchment area. Further details of what must be included can be found in the Validation Requirements Lists.

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 **26th August 2026** 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>