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[www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)  
Please ask for: Mrs D Johnson  
Email: [daun.johnson@arun.gov.uk](mailto:daun.johnson@arun.gov.uk)  
Telephone: 01903 737762  
Our Ref: P/124/25/PL  
Your Ref:  
Date: 29th September 2025

Dear Miss Tindale,

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

**Application for Planning Permission**

**Development:** 2 No single storey detached dwellings (with accommodation in the roof space) along with associated car and cycle parking (resubmission following P/9/24/PL). This application is a Departure from the Development Plan and is in CIL Zone 5 and is CIL Liable as new dwellings.

**Location:** Land To East Of Commonmead Barn Pagham Road Pagham PO21 3PY

Thank you for your recent application which I received on 26th September 2025. It is being validated by Mrs D Johnson 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 :-

Please provide the BNG metric in an Excel format.

Concerning the Pagham S106 agreement, please provide the planning reference in section 1.1.

Please provide the title plan and title for the Pagham S106 agreement.

The south facing first floor plan and elevation window do not scale correctly. Please amend accordingly.

The north facing first floor plan and elevation window do not scale correctly. Please amend accordingly.

**Pagham Harbour Management Contribution Legal Checking Fee**

You have provided a legal template for the above contribution but you have not provided the legal checking fee. If you have used the standard template, the legal checking fee is £200.00. In all other circumstances the legal checking fee is a minimum of £450.00. I would be grateful if you would forward this amount to me as soon as possible. The fee can be paid by cheque made payable to Arun District Council or credit/debit card online at <https://www1.arun.gov.uk/make-a-payment/start> ). Please make sure that you quote the application reference number so the payment can be matched to your application.

Full details of the Pagham Harbour Management Contribution can be found in the Validation Requirements List and also on the Council's website at the following link:  
<https://www.arun.gov.uk/planning-obligations>

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 **13th October 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>