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Email: planning@arun.gov.uk
www.arun.gov.uk/planning
Please ask for: Mrs D Johnson
Email: daun.johnson@arun.gov.uk
Telephone: 01903 737762
Our Ref: P/158/25/CLP
Your Ref:
Date: 15th December 2025

C R Barrow & Associates Limited
Studio 1
Manor Nursery
Lagness Road
Chichester
PO20 1LJ

Dear Mr Barrow,

**Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article 39**

Lawful Development Certificate for a Proposed Use or Development

Development: Lawful development certificate for a proposed infill extension between garage and main house.
Location: 5 Church Lane Pagham PO21 4NS

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following matters are resolved:-

Elevations

Please submit electronic plans in pdf format clearly labelled existing and proposed elevations at a scale of 1:50 or 1:100. Further details can be found in the Validation Requirements List.

Floor Plans

Please provide an existing floor plan.

The existing and proposed north elevations and floor plans do not accord. Please amend accordingly.

The existing and proposed east elevations and floor plans do not accord. Please amend accordingly.

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.

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 **29th December 2025**. If this information is not received by this date, I will close the file as incomplete and where a fee has been paid, will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. Once closed, if you wish to continue you will have to submit a fresh application.

If this letter has crossed with you providing the information, please ignore it.

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>