

Nova homes Ltd
44 Dawn Cottage
Pagham Road
Pagham
West Sussex
PO21 4NP

Dear Mr Metz,

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

Approval of matters reserved by condition

Development: Approval of details reserved by condition under P/5/26/PL relating to condition 16-Biodiversity Gain Plan.
Location: Dawn Cottage 44 Pagham Road Pagham PO21 4NP

Thank you for your recent application which I received on 22nd May 2026. It is being validated by Elaine Walby 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 fee deposited with your application is incorrect. I suggest it should be £309.00. This would attract an additional fee of £220.00. I would be grateful if you would either make payment on line at <https://www1.arun.gov.uk/make-a-payment/start> or forward a cheque made payable to Arun District Council for this amount to me as soon as possible. If you make the payment online, please forward a copy of the fee receipt, so that the payment can be quickly linked to your application. Please note we cannot accept cash.

Biodiversity Net Gain Metric Tool

A fully completed statutory biodiversity metric calculation tool must be provided in excel format.

Biodiversity Gain Plan Template

Please complete questions 4.15, 4.16 and indicate where the Condition Assessments, Pre Development Habitat Survey Report and map are located.

Please complete 8.3 and provide evidence that you have paid for the credits (8.4).

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 **16th June 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>