

Mr Paul Kimber
Ashley
The Roundway
Rustington
BN16 2BW

Dear Mr Kimber,

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: The proposal is for the removal of the existing domestic garden shed and its replacement with a new shed within the residential rear garden. The replacement shed will be used solely for the enjoyment of the dwelling house, including general garden storage.

The proposed shed will occupy the same location within the garden and has been designed to increase functionality and appearance. It will have a maximum overall height of 2.60m above finished ground level. No commercial use, residential accommodation or change of use is proposed.

Location: Ashley The Roundway Rustington BN16 2BW

Thank you for your recent application which I received on 17th July 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 :-

Please agree to the description of the application being changed to " Replacement garden shed within the rear garden."

The location plan (001) existing shed dimensions are inconsistent with the with the existing site plan (003) existing shed dimensions.

A scalebar is required alongside the provided scale in the location plan (001).

Location plans (001) require the the site boundary is solidly outlined in red.

Dimensions from the proposed installation to the site boundary are required within block plans (002). A scalebar is also required for this plan.

The dimensions of the proposed shed within the block plan (002) are inconsistent with the proposed site plan (004) shed dimensions.

Please ensure the proposed shed dimensions are consistent across all plans.

The proposed site plan (004) requires a scalebar alongside the provided scales.

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.

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 **4th 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>