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Arun District Council
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Maltravers Road
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West Sussex BN17 5LF

Tel: 01903 737756
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: R/114/26/HH
Your Ref:
Date: 18th August 2026

Dear Miss Thethy,

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: Construction of single storey front, side and rear extension with internal changes and replacement of existing roof and windows with new rooflight and improvements to the driveway.
Location: 20 Tasman Close Rustington BN16 2BD

Thank you for your recent application which I received on 10th 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 trees and hedges section on the application form need to be ticked "yes".

Please agree to the description being changed to "Construction of single storey front, side and rear extension with internal changes and replacement of existing roof and windows with new rooflight and improvements to the driveway."

The existing rear elevation doors are inconsistent with the existing ground floor plans.

Elevations plans of the proposed fencing is required.

Please confirm whether you are proposing new fencing, if so, this will need to be shown on the proposed site plan and you will need to provide fence elevations and add these works to the proposed description.

The site plan needs to show the dimensions of ground floor extensions/new outbuildings from the proposed works to the site boundary.

The existing site and location plan are inconsistent.

The existing front ramp needs to be visible on the existing site plan and floor plans.

The existing front elevation and existing 3D view (NE) far right window is not consistent with the existing ground floor plans.

The biodiversity enhancement statement is required to show how the biodiversity will be enhanced post proposed works.

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 **1st September 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>