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Please ask for: Jonny Cooper
Email: jonny.cooper@arun.gov.uk
Telephone: 01903 737532
Our Ref: R/179/25/PL
Your Ref:
Date: 6th October 2025

Dear Mr Hutchison,

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

Application for Planning Permission

Development: Erection of 5 No. garages in two new buildings for the purposes of parking and domestic residential storage. This application is in CIL zone 4 (zero rated).

Location: 43 Old Manor Road Rustington BN16 3QS

Thank you for your recent application which I received on 2nd October 2025. It is being validated by Jonny Cooper 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 :-

Biodiversity Net Gain Metric Tool

A fully completed statutory biodiversity metric calculation tool must be provided in excel and pdf format. Further details and links to the metric tool can be found in the Validation Requirements List.

Biodiversity Net Gain Information

It is a statutory requirement that supporting biodiversity information is provided and this includes the following:

The pre-development biodiversity value of onsite habitat.

A statement confirming whether any destructive or degrading activities have taken place which would impact the biodiversity value on the site.

A description of any irreplaceable habitat.

A plan showing on site habitat.

Further information on exactly what is required can be found in the Validation Requirements List and it is likely you will need to appoint a specialist to assist in providing this information.

Location Plan

Please include at least one named road on your location plan.

CIL Additional Information Form

Please re-date your CIL form.

Tree Survey and Arboricultural Report

The application site contains trees or is adjacent to land which contains trees which may be affected by the development proposals. A tree survey and arboricultural statement is required in accordance with the Validation Requirements List.

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 **20th 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>