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Arun District Council
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Planning & Building Control General Enquiries
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Fellows Planning Limited
62 Carmarthen Avenue
Drayton
Portsmouth
PO6 2AQ

Please ask for: Jonny Cooper
Email: jonny.cooper@arun.gov.uk
Telephone: 01903 737532
Our Ref: R/239/24/PL
Your Ref:
Date: 24th December 2024

Dear Mrs Fellows,

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

Application for Planning Permission

Development: Demolition of existing building (facing Brookside Avenue) and redevelopment of the rear of the site for office use, with ancillary storage facilities and landscaping falling within Class E.

Location: Condair Building Artex Avenue Rustington BN16 3LN

Thank you for your recent application which I received on 23rd December 2024. 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

Please provide the excel copy of the BNG metric.

Location Plan

Please submit an electronic location plan in pdf format at a scale of 1:1250 or 1:2500 for rural areas. Further details of what must be included on the plan can be found in 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.

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 **7th January 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>