

NJA Town Planning
The Beehive
City Place
Gatwick
RH6 0PA

Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF

Tel: 01903 737756
Email: planning@arun.gov.uk
www.arun.gov.uk/planning
Please ask for: Mrs D Johnson
Email: daun.johnson@arun.gov.uk
Telephone: 01903 737762
Our Ref: Y/48/25/PL
Your Ref:
Date: 25th July 2025

Dear Mr Antoniou,

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

Application for Planning Permission

Development: Removal of tennis court and construction of 1 No self-build single storey energy efficient dwelling. This application is a Departure from the Development Plan, may affect the setting of listed buildings, affects the character and appearance of the Church Lan, Yapton Conservation Area and is in CIL Zone 3 and is CIL Liable as a new dwelling.

Location: Church Farm House Church Road Yapton BN18 0EP

Thank you for your recent application which I received on 24th July 2025. It is being validated by Mrs D Johnson 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 :-

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.

Street Scene

Street scene drawings of photomontages are required when a proposal is set between existing development or there is an increase in the height of the building and it is visible from the public realm.

On the CIL 1 form, please provide the correct planning portal reference number or the planning application reference.

On the existing site plan, please provide a North point.

On the existing and proposed overlay plan, please provide a North point.

On the proposed plan, please provide a North point.

Historic Environment Record Search and Desk Based Assessment of Archaeological Potential.

A Historic Environment Record (HER) search needs to be undertaken and the results presented as a desk-based assessment of archaeological potential. Further information on how to carry out a search and the fees can be found at:

<https://www.westsussex.gov.uk/land-waste-and-housing/landscape-and-environment/historic-environment-record/>

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 **8th August 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>