

Caroline McGlynn
2 Woolgar Close
Yapton
BN18 0ZJ

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: Breezie Allwright
Email: breezie.allwright@arun.gov.uk
Telephone: 01903 737500
Our Ref: Y/51/26/CLP
Your Ref:
Date: 3rd August 2026

Dear McGlynn,

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article 39

Lawful Development Certificate for a Proposed Use or Development

Development: Application for certificate of lawfulness for a proposed new fence line within existing property boundary.
Location: 2 Woolgar Close Yapton BN18 0ZJ

Thank you for your recent application which I received on 31st July 2026. It is being validated by Breezie Allwright 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 :-

No fee accompanied your application. I suggest that the required fee is £136.00 and would be grateful if you would either make payment on line at

<https://www1.arun.gov.uk/make-a-payment/start>

or forward a cheque made payable to Arun District Council as soon as possible. If you have paid on line, please forward a copy of the fee receipt, so the payment can be quickly linked to the application. Please note we cannot accept cash.

Block Plan

Please submit a scalable block plan that shows the existing and proposed fence lines. This should be an up to date plan that accurately reflects the site at 1:500 or 1:200 scale clearly indicating the proposed development in relation to the site boundaries and other existing buildings on the site, site access details, distances of the development from the boundary and a north point.

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 **17th 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>