

From: [REDACTED]
Sent: 02 March 2026 14:00
To: Bethan.Tinning
Subject: DC/26/0210 - The Bungalow The Haven Billingshurst West Sussex

Good afternoon Bethan,

The applicant has currently submitted their draft documentation in support of their above planning application, which is invalid. A member of our team has reached out and now issued a full certificate with planning reference listed and updated impact plan. The applicant should be submitting these to you shortly. It is important that the correct documents have been submitted to the LPA and are visible on the planning portal.

Should you be minded to approve planning for the above application there are mandatory conditions and informatives within the Certificate (on page 2) that must be used *in verbatim* on the decision notice. This is in order to comply specifically with conditions in the council's district licence.

If the district licence conditions are not used *in verbatim*, it could potentially lead to the LPA being unable to send out authorisation paperwork to the applicant on time and a decision notice needing to be reissued. If the authorisation has been issued to the applicant, then it could also mean that an administrative breach of the licence conditions has occurred.

For reference the District Licence conditions and informatives for this application are:

Planning condition: No development hereby permitted shall take place except in accordance with the terms and conditions of the Council's Organisational Licence (WML-OR177, or a 'Further Licence') and with the proposals detailed on plan "Groom's Cottage, Hope Farm: Impact plan for great crested newt District Licensing (Version 2)" dated 23rd February 2026.

Reason: In order to ensure that adverse impacts on great crested newts are adequately mitigated and to ensure that site works are delivered in full compliance with the organisational licence (WML-OR177, or a 'Further Licence'), section 15 of the National Planning Policy Framework, Circular 06/2005 and the Natural Environment and Rural Communities Act 2006.

Informative: It is recommended that the NatureSpace Best Practice Principles are taken into account and implemented where possible and appropriate.

Informative: It is essential to note that any works or activities whatsoever undertaken on site (including ground investigations, site preparatory works or ground clearance) prior to receipt of the written authorisation from the planning authority which permits the development to proceed under the District Licence (WML-OR177, or a 'Further Licence') are not licensed under the great crested newt District Licence. Any such works or activities have no legal protection under the great crested newt District Licence and if offences against great crested newt are thereby committed then criminal investigation and prosecution by the police may follow

Formal Authorisation for the site to act under the Council’s District Licence can then be issued at determination or shortly after.

Please let me know if you have any questions at all or would like to discuss.

Best wishes,

