

P20-2829/EM

3 February 2026

Planning Services  
Arun District Council  
Civic Centre  
Littlehampton  
West Sussex  
BN17 5LF

Dear Sir/Madam

**Town and Country Planning Act 1990 (as amended)**  
**Application for Non-Material Amendment to Planning Permission AL/32/25/PL**  
**Former Aldingbourne Post Office, Westergate Street, Woodgate PO20 3QL**  
**Planning Portal Ref: PP-14675931**

Pegasus Group is instructed by the Co-operative Group (Food) Limited ('the Applicant') to apply for a non-material amendment to secure a change to the plans approved under planning permission ref. AL/32/25/PL relating to the former Aldingbourne Post Office, Westergate Street, Woodgate.

The description of development is:

*"Installation of plant equipment, canopy and parcel locker."*

In support of this application, the following documents are submitted online via the Planning Portal (Reference PP-14675931).

1. Completed application form;
2. Approved Plans and Elevations (as included at Condition 2 for information only) (drg. no. 8984.03-BOW-A1-ZZ-ZZ-ZZ-A-0002)
3. Proposed Plans and Elevations (drg. no. 8984.03-BOW-A1-ZZ-ZZ-ZZ-A-0002 Rev P2)

The application fee will be paid via the Planning Portal on submission of the application.

**The Background and the Proposal**

Co-op have recently opened their new convenience store on Westergate Street, Woodgate. Following the approval of planning permission ref. AL/32/25/PL, the canopy approved as part of the works was erected using blocks, and therefore not in accordance with the approved plans (drg. no. 8984.03-BOW-A1-ZZ-ZZ-ZZ-A-0002) which specified brick to match the existing.

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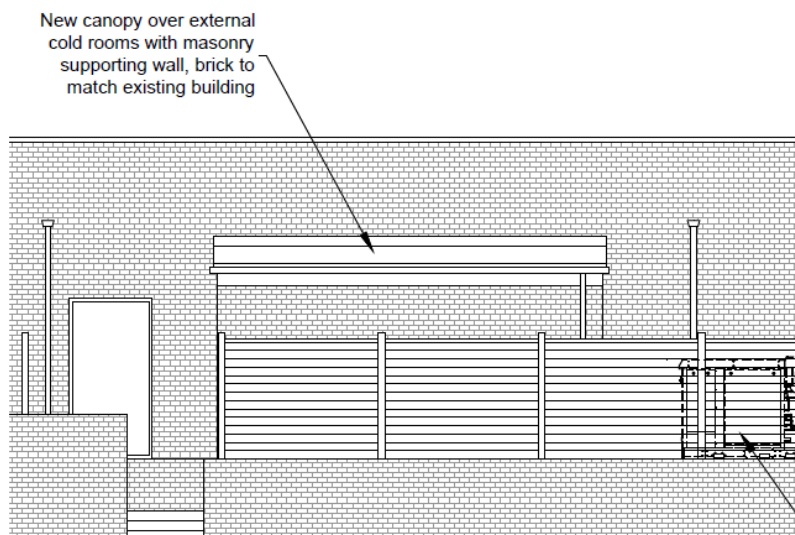
Pegasus Group is a trading name of Pegasus Planning Group Limited (07277000) registered in England and Wales  
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The affected area is the canopy at the side of the building, the majority of which is screened by boundary fence. An extract from the approved plan is provided below.



Following contact from Michaela Mercer of Arun District Council, it has been agreed that Cambridge brick slip cladding will be provided to the exterior of the supporting walls. Revision P2 of the Proposed Plans and Elevations has been updated to reflect this and the change has been informally confirmed as acceptable by email on 13 January 2026, subject to the receipt of updated drawings through submission of an NMA.

In order to facilitate the change, it is proposed that a non-material amendment is made to planning permission AL/32/25/PL to include Revision P2 of the Proposed Plans and Elevations in the list of approved documents at Condition 2.

### Planning Justification

The proposed change to cladding with Cambridge Brick Slips will serve to improve the current appearance of the structure and will appear to match the surrounding brickwork on the existing building. Over time, the change will become imperceptible and therefore the variation to the material is not material to the consideration of the overall development approved under AL/32/25/PL.

Furthermore, the majority of the walls to be clad in the replacement material will be screened from view behind the boundary fence.

The annotation to the Proposed Elevation B has been updated to reflect the change, and an inset image of the material is also provided to ensure that there is sufficient information to confirm that the change is non-material in nature.



### **Summary**

I trust that the submitted information is sufficient to register and approve the application for a non-material amendment, however, please do not hesitate to contact me if you have any queries.

Yours faithfully



**Emma Morrison**

**Senior Planner**

