

Susan Haley

From: [REDACTED]
Sent: 04 March 2026 07:05
To: Susan Haley
Subject: Re: AW/265/25/HH - 27 Selsey Avenue, Aldwick
Attachments: Amended_27 Selsey Ave, Bognor Regis PO21 2QZ, UK.pdf

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Dear Planning Officer,

I hope you are well.

I am writing to inform you that we would like to make a minor amendment to the pitched roof design. The proposed change is very small in nature and does not alter the overall roof design or structure. The only adjustment is a slight lowering of the roof height. There are no changes to the structural skeleton or overall form of the building.

For your reference, I have attached the updated roof elevation drawings showing the proposed amendment.

Could you please advise on the appropriate procedure for this change? Would it be sufficient to notify you directly, or would we need to submit a separate application through the Planning Portal (for example, a non-material amendment application)?

I look forward to your guidance.

Kind regards,
Mark

On Mon, Mar 2, 2026 at 2:22 PM Susan Haley <Susan.Haley@arun.gov.uk> wrote:

Many thanks

Susan Haley

Planner (Degree Apprentice)

Planning

T: 01903 737694

E: susan.haley@arun.gov.uk

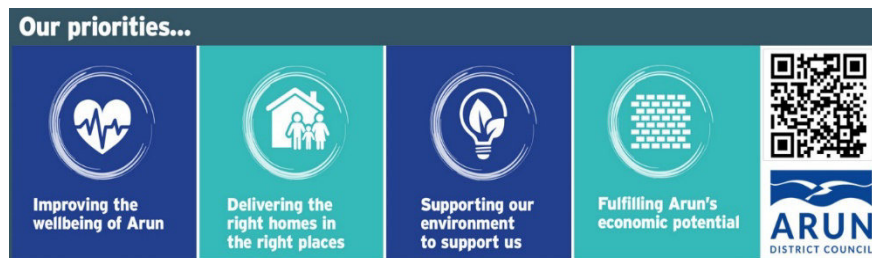
Please note: I am out of the office every Thursday.

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Arun District Council, Civic Centre, Maltravers Rd

Littlehampton, West Sussex, BN17 5LF

www.arun.gov.uk



From [REDACTED]
Sent: 27 February 2026 05:02
To: Susan Haley <Susan.Haley@arun.gov.uk>
Subject: Re: AW/265/25/HH - 27 Selsey Avenue, Aldwick

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Dear Planning Officer,

The proposed flat roof build-up (external to internal) is as follows:

- EPDM rubber waterproof membrane (fully adhered)
- Rigid PIR insulation boards
- Vapour Control Layer (VCL), fully sealed at joints
- 18mm OSB3 structural roof decking
- Treated timber joists (size and centres to be confirmed by structural calculation, typically C16/C24 grade)
- 12.5mm plasterboard ceiling with skim finish

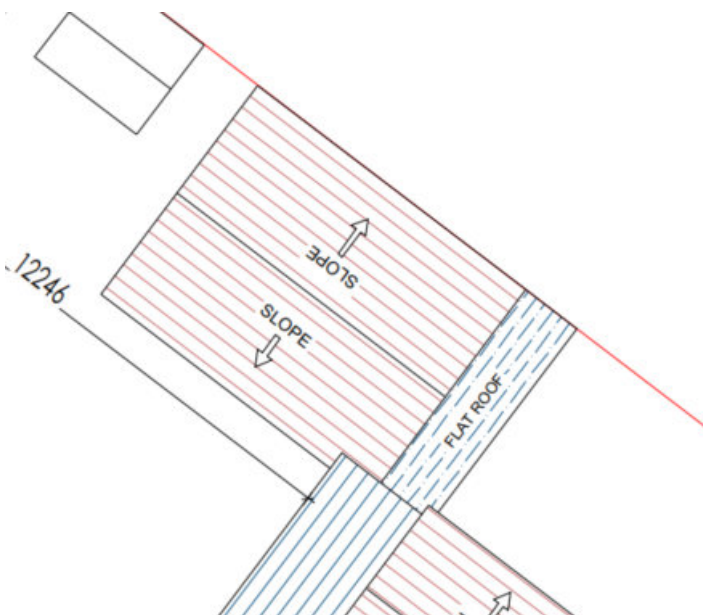
Please let me know if there is anything further you require to support the application.

Kind Regard,
Mark

On Fri, Feb 20, 2026 at 7:29 PM Susan Haley <Susan.Haley@arun.gov.uk> wrote:

Dear Ms Haris

I have begun reviewing application AW/265/25/HH - 27 Selsey Avenue, Aldwick and have been unable to establish the proposed materials for the flat roof that extends at the front of the existing garage – see below.



Please could you let me know the proposed materials.

Kind regards

Susan Haley

Planner (Degree Apprentice)

Planning

T: 01903 737694

E: susan.haley@arun.gov.uk

Please note: I am out of the office every Thursday.

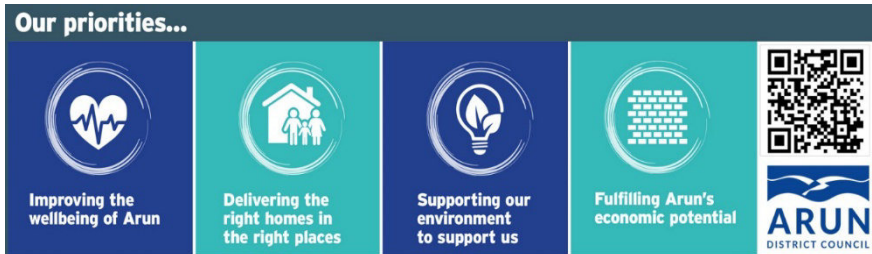
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