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Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF  
Planning & Building Control General Enquiries  
Tel: (01903) 737756 Fax: (01903) 730442  
Dx: 57406 Littlehampton  
Minicom: 01903 732765  
e-mail: [planning@arun.gov.uk](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

Ms Maggie Myles  
1 Lansdowne Close  
Littlehampton  
BN16 4JN

Please ask for: Hebe Smith  
Email: [hebe.smith@arun.gov.uk](mailto:hebe.smith@arun.gov.uk)  
Telephone: 01903 737626  
Our Ref: A/186/24/CLP  
Your Ref:  
Date: 29th October 2024

Dear Ms Myles,

**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:** Lawful development certificate for a proposed extension and roof alterations to an existing craft-room / outhouse to create a habitable space.

**Location:** 1 Lansdowne Close Angmering BN16 4JN

<b>Receipt Name:</b>	<b>Receipt No:</b>	<b>Amount:</b>
Planning portal	P126405	£129.00

Thank you for your application which was received on 3rd October 2024. I am writing to acknowledge that it was accepted as a valid application on 28th October 2024. On receipt of this letter, if you have any concerns about the way that the Council has described your application you should contact **Hebe Smith**, the case officer who is dealing with your application.

You can follow how your application is progressing on the Council's website:  
<https://www.arun.gov.uk/planning-application-search>

The Council aims to make as many decisions as possible before the end of the statutory determination period, which in this case will be 23rd December 2024. However, this is not always possible for a number of reasons, including on-going negotiations or the scheduling of Planning Committees.

If you have not received a decision by 23rd December 2024 or agreed in writing to extend the time in which the Council make a decision, you may appeal to the Secretary of State. Your appeal (under Section 195 of the Town & Country Planning Act 1990) would be that the Council has failed to make a decision and you would be asking a Government Planning Inspector to make the decision instead. You can do this on a form which you can get from the Planning Inspectorate, Temple Quay House, 2 The

Square, Temple Quay, Bristol, BS1 6PN or from the Planning Inspectorate:

<http://www.gov.uk/topic/planning-development/planning-permission-appeals/>

If you allow the Council extra time to make a decision on your application, and you disagree with the decision, you will still be able to appeal the decision.

This acknowledgement only relates to this application and not to any other types of planning application or other kinds of applications you have made, or may need to make to the Council, for example Building Regulations approval. You will need to carry out your own checks to determine whether any other consents or permissions are required.

For advice on whether Building Regulations are required visit the government's website <https://www.planningportal.co.uk> or seek your own professional advice. If, in general, you wish to know more about Building Regulation approval and the Building Control Services offered by Arun District Council please see: <https://www.arun.gov.uk/buildingcontrol>

Please do not hesitate to contact the case officer on the above details if you have any questions or queries.

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>