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

Mrs S Leeson
Neame Sutton Limited
West Suite
Coles Yard Barn
North Lane
PO8 0RN

Our Ref: BE/73/19/PL

Please ask for:

Maria Tomalova
01903 737510

Dear Mrs Leeson

01 August 2019

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015
Application for Planning Permission

Development The Conversion of the Annexe to a separate unit of accommodation (Studio) - This application may affect the character and appearance of the North Bersted Conservation Area. This application may affect the setting of a Listed Building

Location Dove Cottage 76 North Bersted Street,Bersted,

Receipt:

Portal Payment Receipt No. P111096 Amount £ 462

Thank you for your application received on 19th June 2019. I am writing to acknowledge that it was accepted as a valid application on 30th July 2019. On receipt of this letter, if you have any concerns about the way that the Council has described your application, you should contact the case officer: Maria Tomalova, who is dealing with your application. They can be contacted by email at maria.tomalova@arun.gov.uk.

The Council will publicise this application by means of a site notice on or near the application site and on our website. **The notice needs to be displayed until the date indicated on it for comments to be made by and for not less than 21 days**. After this period it can be removed. If there are any problems with regards to the site notice (e.g. vandalism), please contact the case officer.

Your application cannot be determined until the end of the statutory publicity and consultation periods which is 6th September 2019.

You can follow how your application is progressing on the Council's website:

www.arun.gov.uk/planning.

The Council aims to make as many decisions as possible before the end of the statutory determination period, which in this case will be 24th September 2019. 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 24th September 2019 or agreed in writing to extend the time in which the Council can make the decision, you have 6 months in which to appeal to the Secretary of State. Your appeal (under Section 78 of the Town & Country Planning Act 1990) would be that the Council has failed to make a decision and you would be asking the Planning Inspectorate to make the decision instead. You can do this on a form which you can get from the Planning

Inspectorate website /www.gov.uk/topic/planning-development/planning-permission-appeals or by writing to The Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN.

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 within 6 months from the date the decision was issued.

This acknowledgement only relates to this application and not to any other applications you may 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 please visit the government's website 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 offerred by Arun District Council please see www.arun.gov.uk/buildingcontrol/

For details of how the Council will deal with your data please refer to our privacy notice called privacy statement planning application on the website
www.arun.gov.uk/planning-privacy-statements

Please do not hesitate to contact the case officer if you have any queries.

Yours sincerely



Neil Crowther
Group Head of Planning

Please note: When an application is submitted online or with an email address in the agent details, most correspondence, including the decision notice will be sent by email. It is therefore important that you inform us if you make any change to your email address during the course of this application.