

Mr B Snell  
Greencourt Drive  
Bognor Regis  
PO21 5EU

Arun District Council  
Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF

Tel: 01903 737756  
Email: [planning@arun.gov.uk](mailto:planning@arun.gov.uk)  
[www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)  
Please ask for: Mrs D Johnson  
Email: [daun.johnson@arun.gov.uk](mailto:daun.johnson@arun.gov.uk)  
Telephone: 01903 737762  
Our Ref: BE/7/26/CLP  
Your Ref:  
Date: 22nd January 2026

Dear Mr Snell,

**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 the proposed construction of a single storey rear extension to the dwelling house.  
**Location:** 40 Greencourt Drive Bersted PO21 5EU

Thank you for your recent application which I received on 21st January 2026. It is being validated by Mrs D Johnson who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid application until the following item(s) have been received or resolved :-

Please provide existing and proposed floor plans and elevations, to scale, as pdfs.

The block plan indicates that a side extension is proposed for this application. Please confirm that the side extension does not form part of this application.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <https://www.arun.gov.uk/making-a-planning-application>  
If you are unable to access the website, please contact this office so a copy can be sent to you.

If providing additional documents or information, please email it to: [planning.responses@arun.gov.uk](mailto:planning.responses@arun.gov.uk) with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **5th February 2026** or your application will be closed as incomplete and where a fee has been paid, I will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. If you have difficulty meeting this deadline please contact the above officer to agree an extension to this time scale. Once the application has been closed, you will need to submit a

fresh application if you still want to proceed.

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>