

Arun District Council
Maltravers Road,
Littlehampton,
West Sussex,
BN17 5LF

Application for the determination of prior approval

26 May 2026

Dear Sir/Madam

Re: Notification of prior approval for the installation of Photovoltaics (PV) equipment on the roofs of The Regis School, Westloats Lane, Bognor Regis, West Sussex, PO21 5LH.

We are aware that whilst the Town and Country Planning (General Permitted Development) Order 2015 under Part 14 Class J allows for permitted development of solar PV panels with a generating capacity of up to 1 megawatt on the roofs of non-domestic buildings, there are several restrictions, limitations and conditions.

These have been considered and are addressed below:

- ❖ To show that the proposed installation does constitute permitted development and
- ❖ To assist in the prior approval process.

This notification is therefore accompanied by:

- ❖ 00 Prior Notification Approval
- ❖ 01 Design and Access Supporting Statements
- ❖ 02(A&B) Proposed design
- ❖ 03 Site & Building location plan
- ❖ 04(A&B) Scaled Map
- ❖ 05 Supporting images
- ❖ 06(A&B) Roof Cross Section
- ❖ 07 Example of a standard panel data sheet
- ❖ 08 Anti-glare declaration

Solar options for Schools Ltd. Company registration no: 09812345 trading as SolarforSchools.co.uk is supported by:

Permitted development assessment:

Given that the solar panels would be installed on the flat and pitched roofs of the school buildings (see Proposed design 02), the proposed development can be considered under Part 14, Class J (c,) as “the installation, alteration or replacement of other solar PV equipment on the roof of a building”.

Site

The school is part of the United Learning Trust. It is located in the civil parish of Bognor in Arun District in West Sussex. The school occupies a vast area of land approximately 10 hectares in size in the midst of residential properties. The majority of the school site is used as open playing fields and extends to the west. The main school building resides in the east and occupies the remainder of the school site along with the Sports Arena. Entry into the site can be achieved from Westloats Lane or Frith Road in the south. The main school building is incredibly tall and of unique design. It consists of pitch and flat roof sections. The proposed installation of panels considers appropriate pitched and flat roof sections as seen in 02B Proposed design with panels positioned towards the south, east and west in accordance with the existing roof direction and pitch for the sloped roofs. The entire south-western section of the Sports Arena is considered as well as seen in 02A Proposed design. The proposed anti-glare coated panels will be aligned as per the existing pitch and direction of the roof slope and will not protrude beyond 0.2 meters from the pitch of the slope. The proposed panels will be neatly aligned so as to seamlessly merge with the roof slopes.

Residential and neighbouring properties are settled to the south, east and west of the school site, and although nearby they cannot see the proposed panels settled on the tall school buildings behind parapet walls and one meter away from the inner edges. It would be impossible for the proposed installation to affect the amenity of the area.

The proposed installation would enhance the school building and appeal of being a modern learning centre looking towards the future and creating a vision of sustainability for its students.

Neither the school building, nor its curtilage, are in a Conservation Area, National Park, AONB or a World Heritage site.

Description of the proposed development

It is proposed to totally install around 288 solar photovoltaic panels on the flat and pitched roofs of the Main school building and Sports Arena together. The total generating capacity will be about 136kWp. The Main school building will host 120 panels, i.e, equal to nearly 56kWp of solar and the Sports Arena will host 168 panels which is nearly 80kWp of solar. The proposed installation will help the school in its ambition to maximise on the potential of on-site for zero-carbon solar electricity generation as part of its wider decarbonisation strategy.

Design of the proposed development

The layout of the panels of the proposed installation are spatially arranged in such a way that the appearance will be adhering to permitted development and prior notice requirements.

- A. One metre margin and protrusion no greater than 0.2 metres on a pitched roof and below 1m on a flat roof
- B. Below 1MW

(A) One metre roof margin a protrusion no greater than 0.2 metres and less than one meter high on a flat roof

To comply with permitted development and prior notice criteria, the layout of the panels on the flat and pitched roof areas are spatially arranged in such a way that the solar panels would be offset by at least 1 metre from the external edge of the roofs (Scaled Map 04) and will not protrude on the pitched roofs or be higher on the flat roofs than the criteria specified for permitted development.

For the flat roofs, the panels will be mounted on ballasted frames that rest on padding to protect the underlying roof membrane at an angle of 10 degrees. To comply with permitted development J.1 Part (C) and Part (B): "the solar panels would need to be off-set by at least 1 metre from the external edges (Scaled Map 04) and not be higher than 1 metre above the highest point of the roof (excluding chimneys)". In fact, according to the proposed tilt of the panels they will be less than 0.3 metres high (Roof cross section 06) and so J1. Part (C) and Part (B) will be complied with.

For the pitched roofs, the panels will be mounted on seam roof clamps to fasten a series of rails to the roof, with the panels then being mounted on to these rails. To comply with permitted development J.1 Part (A): "the panels of the proposed installation will not protrude more than 0.2 meters beyond the plane of the existing pitched roof slope when measured from the perpendicular with the external surface of the roof" and Part (C): "the solar panels would need to be off-set by at least 1 metre from the external edges of the roof" (Scaled Map 04); so Part 14 J.1 (A) & (C) will be complied with.

(B) Below the 1MW size

With around 288 panels and a total capacity to generate around 136kWp of renewable solar electricity, the design also falls well within the 1 megawatt permitted under the legislation for a solar PV installation to be recognised as permitted development on a school. Please note that the exact number and total capacity will depend on the panels and their wattage at the time of installation, but the installation will only be on the roof areas indicated and any change will be 'de minimus' i.e. of such a small scale to not be materially different to this prior notification.

Notification of Prior Approval

Although the installation is classed as permitted development, under Class J (c.) the development requires Prior Approval from the Local Planning Authority as the 288 panels and capacity of around 136kWp, is greater than the permitted development capacity of 50kWp. As such please find more details as to

- A. Design and external appearance of the development and in particular,
- B. Impact on neighbouring land users and the likely impact of glare and glint

(A) Design and Appearance

Flat Roof Mounting assembly

The panels will be mounted on a ballasted frame that sits on pads to protect the underlying roof membrane. As shown on the Roof Cross Section Drawing (06), they will not be higher than one metre from the highest part of the building, excluding chimney.

Pitched roof Mounting assembly

The panels will be mounted on seam roof clamps to fasten a series of rails to the roof, with the panels then being mounted on to these rails. As shown on the Roof Cross Section Drawing (06), will not protrude more than 0.2 meters beyond the plane of the existing pitched roof slope.

The solar panels would therefore be of a standard design and appearance, complementary to the modern character of the buildings. The visual appearance of the solar panels is considered appropriate and positive for the school buildings:

- ❖ enhancing the visionary appearance of the site as an up-to-date centre for learning while creating responsible citizens for tomorrow's world with an appreciation for their surroundings and a duty of care towards the environment.
- ❖ The panels could therefore have a very positive impact on the character of the building, while having no identifiable detrimental impact on the surrounding area.

(B) Impact on Neighbouring land occupants

The possibility for impact towards neighbouring and adjacent land occupiers is impossible since the proposed installation cannot be seen settled on the tall school roofs, behind parapet walls and set one meter away from the inner edges.

Summary

In summary, the proposed scheme to install around 136kWp of solar on the roofs of The Regis School meets with the criteria for permitted development under Part 14 Class J (c) of the Town and County (General Permitted Development) Order 2015. Class J (c) is subject to prior approval by the Local Planning Authority and therefore, the necessary information required for prior approval also accompanies this notification. This includes evidence to show:

- ❖ the suitability of design and appearance of the proposed installation
- ❖ that it will have a positive impact on the character of the building
- ❖ that no overall detrimental impact on neighbouring land users is expected

We would be grateful for your written prior approval towards the proposal of this installation.

Yours faithfully,

Ardesb Sarangam

Planning Project Manager

Solar Options for Schools Limited