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Arun District Council
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Please ask for: Hebe Smith
Email: hebe.smith@arun.gov.uk
Telephone: 01903 737626
Our Ref: BR/197/25/PD
Your Ref:
Date: 17th November 2025

Mr M Borg
526 Coulsdon Road

Caterham
CR3 5QQ

Dear Mr Borg,

**Town & Country Planning Act 1990 (as amended)
Town & Country Planning (General Permitted Development) Order 2015 Schedule 2 (As amended)**

Prior Notification for Permitted Development

Schedule 2 Part 20 Class A

Development: Application for prior approval under Schedule 2 Part 20 Class A for the construction of one additional storey creating 2 No. additional dwellings.
Location: Allstree Court Walton Road Bognor Regis PO21 1NN

Receipt Name:	Receipt No:	Amount:
PLANNING PORTAL	P128926	£850.00

Thank you for your notification received on 13th November 2025, I am writing to acknowledge that it was accepted as valid on 14th November 2025 and is now being assessed to ensure that the proposal complies with the conditions, limitations or restrictions under the above Order and whether sufficient information has been provided to establish this requirement.

If you have any concerns about the way that the council has described your proposed work you should contact the case officer, Hebe Smith who will be dealing with your application, to discuss the matter.

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

<https://www.arun.gov.uk/planning-application-search>

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 17th December 2025.

The Council aims to make as many decisions as possible before the end of the statutory determination period, which in this case will be 9th January 2026. If you have not received a decision by 9th January 2026 or agreed in writing to extend the time in which the Council make a 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 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 portal website:

<http://www.planningportal.gov.uk/planning/appeals/>

I must advise you that development must not begin before the receipt of a written notice from the Local Authority giving prior approval. If works are commenced prior to this then it will not be possible to make a determination and a planning application will be required for the development.

Please be advised that the Council adopted the Arun Community Infrastructure Levy (CIL) Charging schedule on 15 January 2020. The CIL charging schedule came into effect on 1 April 2020 and any works commenced after this date may be CIL liable. Please familiarise yourself with the CIL charging processes at:

<https://www.arun.gov.uk/cil/>

This acknowledgement only relates to this prior notification 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 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>

For details on how the Council will deal with your data, please refer to our privacy notice called Privacy statement planning application on our website:

<https://www.arun.gov.uk/privacy-policy>

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.

To register to receive notification of planning applications in your area please go to

<https://www1.arun.gov.uk/planning-application-finder>