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Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF
www.arun.gov.uk

To register to receive notification of planning applications in your area please go to [Planning application finder \(arun.gov.uk\)](http://www.arun.gov.uk/planning-application-finder).



Our priorities...

 Improving the wellbeing of Arun	 Delivering the right homes in the right places	 Supporting our environment to support us	 Fulfilling Arun's economic potential	
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From: Sasikumar Chandran [Redacted]
Sent: 26 January 2026 13:41
To: Hebe Smith <Hebe.Smith@arun.gov.uk>
Subject: Re: Application BR/211/25/PD - 51-51a Aldwick Rd

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Dear Hebe,

Thank you for the clarification.

I confirm that I wish to withdraw the prior approval application BR/211/25/PD, as recommended, and I will proceed with a full planning application for the change of use of the upper floors.

Kind regards,

Sasikumar Chandran

On Monday, January 26, 2026 at 10:30:59 AM GMT, Hebe Smith <hebe.smith@arun.gov.uk> wrote:

Good morning,

Thank you for your email. The regulations for the prior approval application state that the development must not have begun before the application is made. Although you may not have occupied the flat, as I saw from my site visit on Thursday, you have begun to convert the flat, in that it appears as a flat rather than an office, with beds, a kitchen, living room space etc. Even if you have not yet occupied the space, the development has nevertheless commenced. If you were to proceed with the current application, I would need to object to the application on this basis, and as a result you would not receive permission. You would then need to make an application for planning permission.

I appreciate that this is disappointing, however, you will need to apply for planning permission to receive a consent to convert the upper floors into a flat. Therefore, I recommend that that current application is withdrawn.

Kind regards,

Hebe Smith (she/her)

Senior Planning Officer, Planning Department

T: 01903 737626

E: hebe.smith@arun.gov.uk

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Our priorities...



Improving the wellbeing of Arun



Delivering the right homes in the right places

From: Sasikumar Chandran [REDACTED]
Sent: 22 January 2026 21:13
To: Hebe Smith <Hebe.Smith@arun.gov.uk>
Subject: Re: Application BR/211/25/PD - 51-51a Aldwick Rd

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Dear Hebe,

Thank you for your email and for visiting the site.

I just wanted to clarify the position on works to the upper floors. At present no physical works have been carried out to convert the space to a flat. The first and second floors remain in the same layout and condition as when I purchased the property, and no one is occupying the space as a residential dwelling.

My intention is simply to change the use of the existing first and second floors from commercial to a single residential dwelling, with the ground floor remaining in Class E commercial use. I understand that with a prior approval application the development must not commence until the application has been determined, and I confirm that I have not begun the change of use and will not do so until the Council has made a decision.

In light of this, I would be grateful if the Council could continue to process the current prior approval application BR/211/25/PD rather than me having to withdraw and re-apply for full planning permission.

If you still consider that a full planning application is required, please let me know and I will of course co-operate, but I wanted to make sure the situation on site was accurately understood first.

Kind regards,

Sasikumar Chandran

On Thursday, January 22, 2026 at 03:26:17 PM GMT, Hebe Smith <hebe.smith@arun.gov.uk> wrote:

Good afternoon,

Following my site visit earlier today, I have reviewed the guidance on the type of permission you have applied for. Unfortunately, as you have started to convert the space to a flat, we will not be able to approve the application you have made to convert the flat. This is because the application you have made is for a process known as "prior approval", we can only grant before the development has begun.

Therefore, I suggest that you withdraw the current application, and re-apply for planning permission. This application can be made online at the planning portal ([Planning Portal](#)).

Please could you confirm if you wish to withdraw the application.

Kind regards,

Hebe Smith (she/her)

Senior Planning Officer, Planning Department

T: 01903 737626

E: hebe.smith@arun.gov.uk

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