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

Tel: 01903 737756
Email: planning@arun.gov.uk
www.arun.gov.uk/planning

Mr G Janikowski
1 Whitfield Way
Northampton
NN2 8LG

Please ask for: Hebe Smith
Email: hebe.smith@arun.gov.uk
Telephone: 01903 737626
Our Ref: BR/21/26/PL
Your Ref:
Date: 13th March 2026

Dear Mr Janikowski,

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

Application for Planning Permission

Development:	Change of use of dwelling to an 8 bed HMO to include a single storey rear extension, loft conversion with dormer. This application is in CIL Zone 4 (Zero Rated) as other development.
Location:	54 Richmond Avenue Bognor Regis PO21 2YF

Receipt Name:	Receipt No:	Amount:
PLANNING PORTAL	P129452	£588.00

Thank you for your application which was received on 13th February 2026. I am writing to acknowledge that it was accepted as a valid application on 13th March 2026. On receipt of this letter, if you have any concerns about the way that the Council has described your application you should contact **Hebe Smith**, the case officer who is dealing with your application.

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 18th April 2026. You can follow how your application is progressing on the Council's website: https://www.arun.gov.uk/planning-application-search

The Council aims to make as many decisions as possible before the end of the statutory determination period, which in this case will be 8th May 2026. 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 8th May 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 Inspectorate: http://www.gov.uk/topic/planning-development/planning-permission-appeals/

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 types of planning application or other kinds of applications you 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

Please do not hesitate to contact the case officer on the above details if you have any questions or queries.

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