

Mr Tim Rodway
293 Upper Shoreham Road
Shoreham by Sea
BN43 5QA

Please ask for: Amber Willard
Email: amber.willard@arun.gov.uk
Telephone: 01903 737500 x37445
Our Ref: BR/231/20/PD
Your Ref:
Date: 6th October 2020

Dear Mr Rodway,

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

Prior Notification for Permitted Development (Non Householder)

Development: Notification for Prior Approval under Class O for change of use from office use (Class B1a) to residential (Class C3) - Conversion of existing office building into 15 No. self-contained residential units.

Location: Knighton Chambers 39 Aldwick Road Bognor Regis PO21 2LN

Receipt Name:	Receipt No:	Amount:
Portal Payment	P114624	£96.00

Thank you for your notification received on 23rd September 2020, I am writing to acknowledge that it was accepted as valid on 6th October 2020 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, Amber Willard who will be dealing with your application, to discuss the matter.

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 5th November 2020.

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

<https://www.arun.gov.uk/weekly-lists>

The General Permitted Development Order, Part 3 of Schedule 2 (Classes C, J, JA, M, N, O, P, PA, Q, R, S, T) specifies that development should not begin before the occurrence of one of the following:-

- the receipt by the applicant from the local planning authority of a written notice of their determination that prior approval is not required to carry out development in accordance with the details submitted;
- the receipt by the applicant from the local planning authority of a written notice giving prior approval; or
- the expiry of 56 days following the date on which the local planning authority received the application, without the authority making any determination as to whether prior approval is given or refused.

Unless the local planning authority and developer agree otherwise in writing.

I must advise you that if development has begun or begins before any of the above occurs then it will not be possible to make a determination and a full 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/>

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/planning-privacy-statements>

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.