

Mr Bryan Butcher  
Rainbow Cottage Nyetimber Lane  
Bognor Regis  
PO21 3JX

Please ask for: Jonny Cooper  
Email: [jonny.cooper@arun.gov.uk](mailto:jonny.cooper@arun.gov.uk)  
Telephone: 01903 737532  
Our Ref: BR/246/24/PDH  
Your Ref:  
Date: 16th December 2024

Dear Mr Butcher,

**Town and Country Planning Act 1990 (As amended)**  
**Town and Country Planning (General Permitted development) Order 2015 Schedule 2 Part 1 Class A**

**Prior Notification for a Permitted Development (Householder)**

**Development:** Notification under extended permitted development rights for a single storey rear extension measuring 4.3m from beyond the rear wall of the original dwelling house, with a maximum height of 3.55m and eaves height of 2.25m.  
**Location:** 23 Highland Avenue Bognor Regis PO21 2BJ

Thank you for your recent notification which I received on 13th December 2024. It is being validated by Jonny Cooper who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid notification until the following item(s) have been received or resolved :-

No fee accompanied your notification. I suggest that the required fee is £120.00 and would be grateful if you would either make payment on line at

<https://www1.arun.gov.uk/make-a-payment/start>

or forward a cheque made payable to Arun District Council as soon as possible. Please note we cannot accept cash.

It appears your location plan has been inverted / flipped. Please amend accordingly and resubmit.

If providing additional documents or information, please email it to: [planning.responses@arun.gov.uk](mailto:planning.responses@arun.gov.uk) with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **30th December 2024** or your notification will be closed as incomplete and where a fee has been paid, I will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. If you have difficulty meeting this deadline please contact the above officer to agree an extension to this time scale. Once the application has been closed, you will need to submit a fresh application if you still want to proceed.

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>