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Our Ref: BR/351/19/PL

Please ask for:

**James Cross
01903 737784**

Dear Mr Moisan

10 February 2020

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

Development Erection of 2 No. live-work units; change of use of existing student accommodation including internal alterations to form 2 No. dwellings, 2 No. new windows, new staircase & replacement of roof on outbuilding; reconfiguration of existing dwellings, replace existing timbers & roof joists on first floor; change of use from medical centre/offices to 2 No. flats & workshop. creation of new private gardens, separation of this part of the site from the wider University campus, creation of a shared landscaped courtyard, creation of areas for parking & storage for bins & cycles. This application affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area.

Location 65 Upper Bognor Road (Charlotte House 71 & 71A Upper Bognor Road,,67 & 69 Upper Bognor Road,Bognor Regis

Receipt:

University of Chichester	Receipt No. P112648	Amount £ 462
Portal Payment	Receipt No. P112497	Amount £ 1,848

Thank you for your application received on 19th December 2019. I am writing to acknowledge that it was accepted as a valid application on 28th January 2020. On receipt of this letter, if you have any concerns about the way that the Council has described your application, you should contact the case officer: James Cross, who is dealing with your application. They can be contacted by email at james.cross@arun.gov.uk.

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 12th March 2020.

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

www.arun.gov.uk/planning.

The Council aims to make as many decisions as possible before the end of the statutory determination period, which in this case will be 6th April 2020. 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 6th April 2020 or agreed in writing to extend the time in which the Council can make the 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 the Planning Inspectorate to make the decision instead. You can do this on a form which you can get from the Planning Inspectorate website [/www.gov.uk/topic/planning-development/planning-permission-appeals](http://www.gov.uk/topic/planning-development/planning-permission-appeals) or by writing to The Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN.

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.

Please be advised that the Council adopted the Arun Community Infrastructure Levy (CIL) Charging schedule on 15 January 2020. The CIL charging schedule will come into effect on 1 April 2020. Your application may be CIL liable. Therefore, please familiarise yourself with the CIL charging processes at www.arun.gov.uk/cil. For further information please contact your case officer.

This acknowledgement only relates to this application 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 please visit the government's website 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 www.arun.gov.uk/buildingcontrol/

For details of how the Council will deal with your data please refer to our privacy notice called privacy statement planning application on the website www.arun.gov.uk/planning-privacy-statements

Please do not hesitate to contact the case officer if you have any queries.

Yours sincerely

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

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.