

Harbrook Building Services  
3 Michel Grove  
East Preston  
Littlehampton  
BN16 2SU

Dear Mr Hartley,

**Section 96A of the Town & Country Planning Act 1990 (as amended)  
Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) - Article 10**

**Application for a Non-Material Amendment Following a Grant of Planning Permission**

**Development:** Non material amendment following the grant of EP/62/18/HH relating to alterations to reflect as built situation.  
**Location:** 3 Michel Grove East Preston BN16 2SU

| Receipt Name:   | Receipt No: | Amount: |
|-----------------|-------------|---------|
| Planning Portal | P130679     | £46.00  |

Thank you for your application which was received on 26th August 2026. I am writing to acknowledge that it was accepted as a valid application on 27th August 2026. On receipt of this letter, if you have any concerns about the way that the Council has described your application you should contact **Rhiannon Lloyd**, the case officer who is dealing with your application.

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 24th September 2026. However, this is not always possible for a number of reasons, including on-going negotiations or the scheduling of Planning Committees.

There is no right of appeal on this type of application.

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>