

Mrs Roz Nowak
2 The Old School, Old School House
School Lane
Fittleworth
RH20 1JZ

Please ask for: Mrs A Gardner
Email: Anita.Gardner@arun.gov.uk
Telephone: 01903 737529
Our Ref: FG/15/21/PL
Your Ref:
Date: 3rd March 2021

Dear Mrs Nowak,

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

Application for Planning Permission

Development: Conversion of Garage into bedroom & Replace existing conservatory roof to solid roof with Velux
Location: 1 Ferring Grange Gardens Ferring BN12 5HS

Thank you for your application which was received on 29th January 2021. I am writing to acknowledge that it was accepted as a valid application on 3rd March 2021. On receipt of this letter, if you have any concerns about the way that the Council has described your application you should contact **Mrs A Gardner**, 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 10th April 2021. You can follow how your application is progressing on the Council's website: <https://www.arun.gov.uk/weekly-lists>

The Council aims to make as many decisions as possible before the end of the statutory determination period, which in this case will be 28th April 2021. However, this is not always possible for a number of reasons, including on-going negotiations or the scheduling of Development Control Committees.

If you have not received a decision by 28th April 2021 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 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 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: <http://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. If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

PLEASE NOTE: Essential IT work will be carried out during the week of 12 April 2021 and there will be no access to the planning records on the website. It will not be possible to follow the progress of an application, view any documents or make on line comments. To ensure that no one is disadvantaged the publicity period will be extended by a week on planning applications where the publicity period falls over this week. The site notices and documentation will quote the extended date if this is applicable.

If you do need to contact the case officer during this week you will need to be able to provide the exact reference number and as much detail as possible. The service will be extremely limited and it would be best to contact us either before 12 April, or after, when the work is completed on 19 April 2021.

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

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://www.arun.gov.uk/planning> and click into Local Planning Application Finder.