Arun District Council
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Tel: 01903 737756
www.arun.gov.uk

Application for Planning Permission

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

32 St Marys Court, Flat 2

Address Line 1

Limmer Lane

Address Line 2

Address Line 3

West Sussex

Town/city

Felpham

Postcode

PO22 7EU

Description of site location must be completed if postcode is not known:

Easting (x)

495282

Northing (y)

99790

Description

The address is Flat 2, St. Mary's Court, 32 Limmer Lane, Felpham, Bognor Regis PO22 7EU

This application relates only to the partial upgrading of an existing conservatory originally built by the developer of the property. The base of the conservatory remains untouched, but the frames and doors are being replaced without any changes and the roof is being replaced using a more energy efficient material. The Site Map shows the entire property and the edit shows the area of the existing conservatory which was built by the developer at the rear of the property.

Applicant Details

Name/Company

Title

Mr

First name

Thomas

Surname

Drennan

Company Name

Address

Address line 1

7 Culver Road

Address line 2

Felpham

Address line 3

Town/City

Bognor Regis

County

Country

United Kingdom

Postcode

PO22 7EF

Are you an agent acting on behalf of the applicant?

- ○ Yes
- ◉ No

Applicant Contact Details

Primary number

***** REDACTED ******

Secondary number

***** REDACTED ******

Fax number

Email address

***** REDACTED ******

Site Area

What is the measurement of the site area? (numeric characters only).

18.00

Unit

Sq. metres

Description of the Proposal

Please note in regard to:

- **Fire Statements** - From 1 August 2021, planning applications for buildings of over 18 metres (or 7 stories) tall containing more than one dwelling will require a 'Fire Statement' for the application to be considered valid. There are some exemptions. View government planning guidance on fire statements or access the fire statement template and guidance.
- **Permission In Principle** - If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.
- **Public Service Infrastructure** - From 1 August 2021, applications for certain public service infrastructure developments will be eligible for faster determination timeframes. See help for further details or view government planning guidance on determination periods.

Description

Please describe details of the proposed development or works including any change of use

The application property is a ground floor flat in a block of 4. My wife and I own a share of the freehold under a 999 year lease.
This application is NOT for a new building or an extension - it is to update the existing structure which was built as part of the original consented development in 1996.
The only visual difference is the replacement of the existing aging polycarbon roof with a material which has better thermal qualities.
The other three leaseholders and the property management company have been notified of the proposed change on 8th January 2026 and are supportive of the proposed changes and have raised no objections.

Has the work or change of use already started?

- ○ Yes
- ☑ No

Existing Use

Please describe the current use of the site

It is the existing conservatory built by the original developer of a two bedroom residential ground floor flat

Is the site currently vacant?

- (x) Yes
- ( ) No

If Yes, please describe the last use of the site

We bought the property in July 2025 for our retirement and it is unoccupied whilst we are having internal works carried out and are selling our current property in Felpham.

Estimated date of occupation is April 2026 but the proposed conservatory work will be scheduled for early summer of 2026 after we have occupied the property.

When did this use end (if known)?

dd/mm/yyyy

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

- ( ) Yes
- (x) No

Land where contamination is suspected for all or part of the site

- ( ) Yes
- (x) No

A proposed use that would be particularly vulnerable to the presence of contamination

- ( ) Yes
- (x) No

Materials

Does the proposed development require any materials to be used externally?

- (x) Yes
- ( ) No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:
Roof

Existing materials and finishes:
Opaque Polycarbon roofing material

Proposed materials and finishes:
LivinRoof Description: The LivinRoof is an engineered hybrid glass & solid conservatory roof system. Fully insulated lightweight structure decorated in grey aluminium panelling and roof bars externally; and plastered/painted finish internally. Prefabricated structure; pre-approved by private building control bodies; and independently fire tested.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- [x] Yes
- [ ] No

If Yes, please state references for the plans, drawings and/or design and access statement

I have uploaded descriptions of the roof material supplied by the proposed installer.

Additionally, this application includes some photographs of the existing conservatory and some CGI's of the proposed new roof.

It can be seen that the replacement roof has the same area of coverage and slope as the existing roof

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway?

- [ ] Yes
- [x] No

Is a new or altered pedestrian access proposed to or from the public highway?

- [ ] Yes
- [x] No

Are there any new public roads to be provided within the site?

- [ ] Yes
- [x] No

Are there any new public rights of way to be provided within or adjacent to the site?

- [ ] Yes
- [x] No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

- [ ] Yes
- [x] No

Vehicle Parking

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- [ ] Yes
- [x] No

Trees and Hedges

Are there trees or hedges on the proposed development site?

- [ ] Yes
- [x] No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

- [ ] Yes
- [x] No

Assessment of Flood Risk

Is the site within an area at risk of flooding? (Check the location on the Government's Flood map for planning. You should also refer to national standing advice and your local planning authority requirements for information as necessary.)

- ○ Yes
- ☑ No

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- ○ Yes
- ☑ No

Will the proposal increase the flood risk elsewhere?

- ○ Yes
- ☑ No

How will surface water be disposed of?

- ☐ Sustainable drainage system
- ☐ Existing water course
- ☑ Soakaway
- ☐ Main sewer
- ☐ Pond/lake

Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species

- ○ Yes, on the development site
- ○ Yes, on land adjacent to or near the proposed development
- ☑ No

b) Designated sites, important habitats or other biodiversity features

- ○ Yes, on the development site
- ○ Yes, on land adjacent to or near the proposed development
- ☑ No

c) Features of geological conservation importance

- ○ Yes, on the development site
- ○ Yes, on land adjacent to or near the proposed development
- ☑ No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Biodiversity net gain

Biodiversity net gain is a legal requirement for planning permission introduced on 12 February 2024. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.

Do you believe that, if the development is granted permission, the general Biodiversity Gain Condition (as set out in Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 (as amended)) would apply?

- ○ Yes
- ☑ No

Biodiversity net gain has been introduced as a general condition for planning permission. As set out in The Environment Act 2021: "grants of planning permission in England [are] to be subject to a condition to secure that the biodiversity gain objective is met". Therefore, in England, all planning permissions are generally subject to biodiversity gain rules, unless they are specifically exempt or out of scope.

If you have stated that the biodiversity net gain requirement does not apply to your application you must provide the reason(s) why, and may also need to supply evidence (especially where you believe the application is eligible for the 'de minimis' exemption).

Please add all the reasons why biodiversity net gain does not apply and enter a justification for each one

Reason biodiversity net gain does not apply:
Development subject to the de minimis exemption (development below the threshold)

What best describes the size of your site?:
Under 25 square metres

Please justify the reason why biodiversity net gain does not apply:
The proposal is for a direct replacement of an existing roof, total roof area is 18 m2. To provide a biodiversity net gain, a bird box will be installed adjacent to the conservatory.

Note: Please read the help text for further information why developments may be exempt or not in scope.

Foul Sewage

Please state how foul sewage is to be disposed of:

- ☐ Mains sewer
- ☐ Septic tank
- ☐ Package treatment plant
- ☐ Cess pit
- ☑ Other
- ☐ Unknown

Other

No foul sewage. Roof water via downpipe into existing soakaways

Are you proposing to connect to the existing drainage system?

- ○ Yes
- ☑ No
- ○ Unknown

Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

- ○ Yes
- ☑ No

Have arrangements been made for the separate storage and collection of recyclable waste?

- ○ Yes
- ☑ No

Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- ○ Yes
- ☑ No

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- ○ Yes
- ☑ No

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?
Note that 'non-residential' in this context covers all uses except Use Class C3 Dwellinghouses.

- ○ Yes
- ☑ No

Employment

Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?

- ○ Yes
- ☑ No

Hours of Opening

Are Hours of Opening relevant to this proposal?

- ○ Yes
- ☑ No

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

- ○ Yes
- ☑ No

Is the proposal for a waste management development?

- ○ Yes
- ☑ No

Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- ○ Yes
- ☑ No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ○ Yes
- ☑ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ○ The agent
- ☑ The applicant
- ○ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- ☑ Yes
- ○ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

***** REDACTED ******

First Name

***** REDACTED ******

Surname

***** REDACTED ******

Reference

email communication with ADC

Date (must be pre-application submission)

23/12/2025

Details of the pre-application advice received

An email approach was made to ask whether this work actually required a planning application.

The ADC response (17:07 on 23rd Dec 2025) was that, because the property is a flat and not an individual dwellinghouse, the normal benefits under Permitted Development Rights do not apply and that a planning application should be made.

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ○ Yes
- ☑ No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- ○ Yes
- ☑ No

Can you give appropriate notice to all the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

- ☑ Yes
- ○ No

Certificate Of Ownership - Certificate B

I certify/ The applicant certifies that:

- ☑ **I have/The applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates; or**
- ○ **The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.**

*** "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.**

**** "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990**

Owner/Agricultural Tenant

Name of Owner/Agricultural Tenant:
***** REDACTED ******

House name:
St Mary's Court

Number:
1

Suffix:

Address line 1:
Flat 1, 32 Limmer Lane

Address Line 2:
Felpham

Town/City:
Bognor Regis

Postcode:
PO22 7EU

Date notice served (DD/MM/YYYY):
27/02/2026

Person Family Name:

Name of Owner/Agricultural Tenant:
***** REDACTED ******

House name:
St Mary's Coiurt

Number:
4

Suffix:

Address line 1:
Flat 4 St Mary's Court

Address Line 2:
32 Limmer Lane, Felpham

Town/City:
Bognor Regis

Postcode:
PO22 7EU

Date notice served (DD/MM/YYYY):
27/02/2026

Person Family Name:

Name of Owner/Agricultural Tenant:
***** REDACTED ******

House name:
St Mary's Court

Number:
3

Suffix:

Address line 1:
Flat 3, St Mary's Court

Address Line 2:
32 Limmer Lane, Felpham

Town/City:
Bognor Regis

Postcode:
PO22 7EU

Date notice served (DD/MM/YYYY):
27/02/2026

Person Family Name:

Person Role

- (x) The Applicant
- ( ) The Agent

Title

Mr

First Name

Thomas

Surname

Drennan

Declaration Date

17/03/2026

[x] Declaration made

Declaration

I/We hereby apply for Full planning permission as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.
I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.
I/We also accept that, in accordance with the Planning Portal's terms and conditions:
- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

[x] I / We agree to the outlined declaration

Signed

Thomas Drennan

Date

19/03/2026

Amendments Summary

Block Plan uploaded