



Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF  
Planning General Enquiries  
Tel: (01903) 737756 Fax: (01903) 730442  
Dx: 57406 Littlehampton  
Minicom: 01903 732765  
e-mail: [planning@arun.gov.uk](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

Sussex Building Consultancy Limited  
3 Northcote Road  
Bognor Regis  
West Sussex  
PO21 5LZ

**Our Ref:** FP/39/20/CLE

**Please ask for:**

**Maria Tomalova  
01903 737510**

Dear Mr Chris Moore

05 March 2020

**Town & Country Planning Act 1990 (as amended)**

**Town & Country Planning (Development Management Procedure) (England) Order 2015: Article 39**

**Application for a Lawful Development Certificate for an Existing Use or Operation or Activity including those in a breach of condition**

**Development** Lawful development certificate for the existing use of self contained first floor office use within building with community store with flat above.

**Location** 44B Summerley Lane Felpham,,

**Receipt:**

|                |                     |                 |
|----------------|---------------------|-----------------|
| Portal Payment | Receipt No. P113072 | Amount £ 462.00 |
|----------------|---------------------|-----------------|

Thank you for your application received on 28th February 2020. I am writing to acknowledge that it was accepted as a valid application on 28th February 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: Maria Tomalova, to discuss the matter.

The Council will publicise this application by means of a site notice on or near the application site and on our website. **The site notice needs to be displayed until the date indicated on it for comments to be made 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 period which is 9th April 2020.

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

[www.arun.gov.uk/planning](http://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 24th April 2020. However, this is not always possible for a number of reasons, including on-going negotiations or the scheduling of the Development Control Committee.

If you have not received a decision by 24th April 2020 or a later expiry date that you have agreed to, you can appeal to the Secretary of State. Your appeal (under section 195 of the Town & Country Planning Act 1990) would be that the Council has failed to make a decision and you would be asking a Planning Inspector to make the decision instead. You can do this on a form which you can get from the Planning Inspectorate website <https://www.gov.uk/topic/planning-development/planning-permission-appeals> or by writing to them at Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN.

This acknowledgement only relates to this certificate and not to any other applications you may have made, or may need to make to the Council, for example Building Regulation 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](http://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](http://www.arun.gov.uk/buildingcontrol)

Finally, can I remind you that it is an offence under S194 of the Town and Country Planning Act 1990 (as amended) to knowingly or recklessly make false or misleading statements, use documents, or withhold any material information for the purpose of procuring a particular decision on an application for a certificate. On summary conviction in the Magistrates' Court, the penalty is a fine not exceeding Level 5 (currently £5000) or on conviction on indictment in the Crown Court the penalty can be imprisonment for a term not exceeding two years, or an unlimited fine, or both. Moreover, the Council are entitled to revoke a certificate where a false statement was made, or information withheld.

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](http://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.

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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.**