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7th May 2025

WSSC( Strategic/Highways/Infrastructure)  
FAO WSSC Strategic Planning  
West Sussex County Council  
The Grange  
Tower Street  
PO19 1RL

**Case Officer:** Kathryn Welch  
**Telephone:** 01903 737789  
**Email:** [kathryn.welch@arun.gov.uk](mailto:kathryn.welch@arun.gov.uk)

Dear The Owner and/or The Occupier,

**Town & Country Planning Act 1990 (as amended)**  
**Town & Country Planning (General Permitted Development) Order 2015 Schedule 2 (As amended) Schedule 2 Part 3 Class Q**

**APPLICATION NO:** K/9/25/PD

**Site Address:** Potato Barn Kingston Farm Kingston Lane Kingston BN16 1RS

**Description of works:** Prior approval under Schedule 2, Part 3, Class Q for the conversion of existing barn into 4 No dwellings.

The Council have received the above prior notification application.

The notification, plans and supporting documents can be viewed on the website at: <https://www.arun.gov.uk/planning-application-search> Enter **K/9/25/PD** in the search box and scroll down to click on search. It will then return the reference number which you can click on to view more details and click into View Documents to see the documentation.

If you wish to make an online comment you can do so by clicking into Make Comment.

When your online comment is downloaded, you will receive an automated email containing your comments and confirming that they have been received. You must make your comments by **6th June 2025**. Comments received after this date may not be taken into account.

Alternatively you can make a comment by emailing [planning.responses@arun.gov.uk](mailto:planning.responses@arun.gov.uk). Please make sure that you quote the application reference number **K/9/25/PD**. Please note comments received in this way will not be formally acknowledged and you will have to check that they have been received by looking to see that they have been uploaded to the website. This can take up to 5 working days. You must make your comments by **6th June 2025**.

All comments including your name and address will be published on the website, so please make sure your views are clear and only include information that you are happy for the public to view. Do not include personal information, or information from third parties unless you have their permission to do so. If a complaint is received that permission has not been given for comments included about a third party, the Council reserves the right to redact/remove all relevant information. The Council also reserves the right to remove any

information which is defamatory or breaches equalities or any other legislation.

We will aim to redact signatures, telephone numbers and email addresses, but please help us by not including this information within the comments section if you are submitting through the website, or in the main body of your email.

If after submitting your comments, you decide that you do not wish them to appear on the website and on file you will need to confirm this in writing. The information will be removed but it means the contents will be disregarded.

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>**