

BSB Party Wall and Architecture
52 Freshbrook Road
Lancing
BN15 8DA

Dear Mr Barrett,

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015: Article 39

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

Development: Lawful development certificate for an existing rear dormer.
Location: 14 Swanbourne Road Littlehampton BN17 6HS

Receipt Name:	Receipt No:	Amount:
Not Known Debit Card	P130931	£274.00
Receipt Name:	Receipt No:	Amount:
Planning Portal	P130451	£274.00

Thank you for your application which was received on 9th October 2026. I am writing to acknowledge that it was accepted as a valid application on 19th October 2026. On receipt of this letter, if you have any concerns about the way that the Council has described your application you should contact **Jonny Cooper**, 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 19th November 2026.

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 14th December 2026. However, this is not always possible for a number of reasons, including on-going negotiations or the scheduling of Planning Committees.

If you have not received a decision by 14th December 2026 or agreed in writing to extend the time in which the Council make a decision, you may 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 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.

I would remind you that it is an offence under section 194 of the Town and County Planning Act 1990(as amended) to knowingly or recklessly make false or misleading statements, use documents or withhold any material information for the purposes 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 is entitled to revoke a certificate where a false statement was made, or information withheld.

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>