

Lewis and Co Planning SE Ltd
Lewis & Co Planning
2 Port Hall Road
Brighton
BN1 5PD

Dear Mr Denton,

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (General Permitted Development) Order 2015 Schedule 2 (As amended)

Prior Notification for Permitted Development

Schedule 2 Part 3 Class MA

Development: Application for prior approval under schedule 2, Part 3, Class MA for proposed change of use from commercial, business and service (Use Class E) to Dwellinghouses (Use class C3).

Location: 17 Elmer Road Middleton-On-Sea PO22 6DZ

Thank you for your recent notification which I received on 26th February 2026. It is being validated by Breezie Allwright who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid notification until the following item(s) have been received or resolved :-

Floor Plans

Please can you annotate the floor plan to include all dimensions, including windows and doors as specified in the General Permitted Development Order.

CIL Additional Information Form

This application may be CIL liable, please complete and return the Form1 CIL Additional Information. The form and further information about CIL can be found on the website: www.arun.gov.uk/cil

If providing additional documents or information, please email it to: planning.responses@arun.gov.uk with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **20th March 2026** or your notification will be closed as incomplete and where a fee has been paid, I will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of

administering the return. If you have difficulty meeting this deadline please contact the above officer to agree an extension to this time scale. Once the application has been closed, you will need to submit a fresh application if you still want to proceed.

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>