

Mr James Potter
James Potter Associates
117 Highland Road
Southsea
Portsmouth
PO4 9DD

Dear Mr Potter,

Town and Country Planning Act 1990 (As amended)
Town and Country Planning (General Permitted development) Order 2015 Schedule 2 Part 1 Class A

Prior Notification for a Permitted Development (Householder)

Development: Erection of single storey rear extension a maximum of 5m long, 2.5m to the eaves, and 2.5m to the top of the flat roof.
Location: 34 Norfolk Way Elmer Middleton-On-Sea PO22 6JF

Thank you for your recent notification which I received on 22nd August 2025. It is being validated by Susan Haley 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 :-

On inspection of the proposed roof plan submitted there is a porch proposed on the side and the title includes reference to a loft conversion. These proposals do not meet the requirements for an application to determine if prior approval is required for a proposed: Larger Home Extension. Please amend accordingly and resubmit.

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 **10th September 2025** 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>