



Arun District Council  
Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF

Tel: 01903 737756  
Email: [planning@arun.gov.uk](mailto:planning@arun.gov.uk)  
[www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)  
Please ask for: Susan Haley  
Email: [susan.haley@arun.gov.uk](mailto:susan.haley@arun.gov.uk)  
Telephone: 01903 737694  
Our Ref: M/71/25/PDH  
Your Ref:  
Date: 12th September 2025

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:** Notification under extended permitted development rights for a single storey rear extension, extending 5m beyond the rear wall of the original dwelling house, with a maximum height of 2.5m and an eaves height of 2.5m  
**Location:** 34 Norfolk Way Elmer Middleton-On-Sea PO22 6JF

<b>Receipt Name:</b>	<b>Receipt No:</b>	<b>Amount:</b>
PLANNING PORTAL	P128464	£240.00

Thank you for your notification received on 22nd August 2025, I am writing to acknowledge that it was accepted as valid on 10th September 2025 and is now being assessed to ensure that the proposal complies with the conditions, limitations or restrictions under the above Order and whether sufficient information has been provided to establish this requirement.

If you have any concerns about the way that the council has described your proposed work you should contact the case officer, Susan Haley who will be dealing with your application, to discuss the matter.

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

<https://www.arun.gov.uk/planning-application-search>

The General Permitted Development Order, Part 1 of Schedule 2 (Class A) specifies that development should not begin before the occurrence of one of the following:-

- the receipt by the developer from the local planning authority of a written notice of their determination that prior approval is not required to carry out the development in accordance with the details submitted;

- the receipt by the developer from the local planning authority of a written notice giving prior approval; or
- the expiry of 42 days following the date on which the local planning authority received the application, without the local planning authority notifying the developer as to whether prior approval is given or refused.

Unless the local planning authority and developer agree otherwise in writing.

Please be advised that the Council adopted the Arun Community Infrastructure Levy (CIL) Charging schedule on 15 January 2020. The CIL charging schedule came into effect on 1 April 2020 and any works commenced after this date may be CIL liable. Please familiarise yourself with the CIL charging processes at:

<https://www.arun.gov.uk/cil/>

This acknowledgement only relates to this prior notification and not to any other applications you may 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>

For details on how the Council will deal with your data, please refer to our privacy notice called Privacy statement planning application on our website:

<https://www.arun.gov.uk/privacy-policy>

Please do not hesitate to contact the case officer if you have any queries.

Yours sincerely



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.**

To register to receive notification of planning applications in your area please go to

<https://www1.arun.gov.uk/planning-application-finder>



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

**THIS COMMUNICATION MAY AFFECT YOUR PROPERTY  
THE DEADLINE FOR MAKING REPRESENTATION TO ARUN DISTRICT COUNCIL IS  
16th October 2025**

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

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Arun District Council has received application: M/71/25/PDH for Notification under extended permitted development rights for a single storey rear extension, extending 5m beyond the rear wall of the original dwelling house, with a maximum height of 2.5m and an eaves height of 2.5m at 34 Norfolk Way Elmer Middleton-on-Sea

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Arun District Council accepted a valid notification for the above proposal on 10th September 2025 and must give a formal response to the applicant by 22nd October 2025. Further details of the proposal can be viewed on line by searching by the application reference number at: <https://www.arun.gov.uk/planning-application-search>.

Arun District Council as the Local Planning Authority, is only able to assess the impact of this proposed development on the amenity of adjoining premises where any owner or occupier of any adjoining premises objects. If you are not the only owner or occupier of the property, it is important that you pass a copy of this notification to them so that they have an opportunity to make representations. **Representations must be received by 16th October 2025.**

If no objection is received the Council must notify the applicant that prior approval is not required and the applicant can proceed with the works under this section of legislation providing the development complies with all other sections contained in Class A of the above Order.

If an objection is received from any of the adjoining premises, then Arun District Council is required to assess the impact of the proposal on the amenity of all adjoining premises and must respond to the applicant by either giving prior approval or refusing prior approval.

Objections can be made in writing quoting the above reference number to the Group Head of Planning at the Arun Civic Centre, Maltravers Road, Littlehampton BN17 5LF or on line by going to the website at: <https://www.arun.gov.uk/planning-application-search> and searching for the application by reference number and entering your comments on the online facility. The legislation is clear that only objections from adjoining premises can trigger the need to consider the affect on amenity so please make it very

clear whether or not you object and if writing from a different address please make it clear that you are in fact the owner/occupier of one of the adjoining premises. If it is not clear then it will be assumed that the representation is not from an adjoining premises and it will have to be disregarded.

If you have any further queries please contact the case officer Susan Haley on 01903 737694

Yours faithfully

A handwritten signature in black ink, appearing to be 'NC', followed by a small dot.

Neil Crowther  
Group Head of Planning On behalf of Arun District Council