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

Tel: 01903 737756
Email: planning@arun.gov.uk
www.arun.gov.uk/planning

Build View
113 Sea Road
East Preston
BN16 1NX

Please ask for: Rhiannon Lloyd
Email: rhiannon.lloyd@arun.gov.uk
Telephone: 01903 737637
Our Ref: R/141/25/CLP
Your Ref:
Date: 8th August 2025

Dear Mr Ansell,

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

**Lawful Development Certificate for a Proposed Use or Development**

| | |
|---|---|
| **Development:** | Lawful development certificate for a proposed hip-to-gable loft conversion with rear dormer. |
| **Location:** | 35 Shaftesbury Road Rustington BN16 2HX |

| Receipt Name: | Receipt No: | Amount: |
|---|---|---|
| PLANNING PORTAL | P128349 | £264.00 |

Thank you for your application which was received on 6th August 2025. I am writing to acknowledge that it was accepted as a valid application on 7th August 2025. On receipt of this letter, if you have any concerns about the way that the Council has described your application you should contact **Rhiannon Lloyd**, the case officer who is dealing with your application.

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 2nd October 2025. 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 2nd October 2025 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 the decision.

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