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

Scott Taylor Ltd
45 Upper Lewes Road
Brighton
BN2 3FH

Please ask for: Hebe Smith
Email: hebe.smith@arun.gov.uk
Telephone: 01903 737626
Our Ref: R/148/25/PD
Your Ref:
Date: 19th August 2025

Dear Mrs Scott,

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: Prior approval under Schedule 2, Part 3, Class MA for the change of use of first and second floors from office use to 1 No maisonette.

Location: 55-57 Sea Lane Rustington BN16 2RQ

Receipt Name:	Receipt No:	Amount:
PLANNING PORTAL	P128408	£250.00

Thank you for your notification received on 14th August 2025, I am writing to acknowledge that it was accepted as valid on 19th August 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, Hebe Smith 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 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 18th September 2025.

The General Permitted Development Order, Part 3 of Schedule 2 (Classes G, M, MA, N, O, P, PA, Q, R, S, T) specifies that development should not begin before the occurrence of one of the following:-

- the receipt by the applicant from the local planning authority of a written notice of their determination that prior approval is not required to carry out development in accordance with the details submitted;
- the receipt by the applicant from the local planning authority of a written notice giving prior approval; or
- the expiry of 56 days following the date on which the local planning authority received the application, without the authority making any determination as to whether prior approval is given or refused.

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

I must advise you that if development has begun or begins before any of the above occurs then it will not be possible to make a determination and a full planning application will be required for the development.

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

PLACKPN (ODB) 2019

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