

Mrs Donna Hobbs
14 Bittern Avenue
Yapton
Arundel
BN18 0BW

Dear Mrs Hobbs,

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: The proposal comprises the partial internal conversion of the applicant's existing domestic garage to form a home office ancillary to the main dwelling. The garage forms one half of a double garage building, with the adjoining garage serving the neighbouring property and being separately owned. The application relates solely to the applicant's half of the garage building, and no works are proposed to the neighbouring garage, its access or use.

The building operations include the construction of a full-height internal partition wall to separate the rear office area from the retained front garage/storage area; insulation to the walls, floor and ceiling; installation of suitable electric heating for domestic home-office use; formation of one new opening in the garden-facing side elevation for a 900mm wide x 2000mm high fully glazed personnel door with black frame; and formation of one new opening in the same elevation for a 900mm wide x 450mm high-level window with black frame.

A ceiling access hatch will also be formed within the converted office area to provide access to the existing roof void for inspection, maintenance and light storage only. The roof void will not be converted to habitable accommodation. The existing garage footprint, roof form, overall height and existing garage door will remain unchanged. No extension is proposed. No new vehicular access, street, hardstanding, boundary treatment, means of enclosure or alteration to the existing drainage arrangements is proposed.

The precise siting and dimensions of the proposed works are shown on the accompanying existing and proposed plans and elevations.

Location: 14 Bittern Avenue Yapton BN18 0BW

Thank you for your application submitted via the internet on 5th October 2026. It has been downloaded and will be checked for validity by the Technical Support Unit. It has been allocated the reference number **Y/62/26/CLP**.

Once your application has been checked we will contact you again.

This letter does not confirm validity of the application/documentation submitted.

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>