



Mr P Sennitt
Harvey-Sennitt
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Arun District Council
Arun Civic Centre
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Our Ref: AB/127/18/CLE
Your Ref:

Please ask for:
Mrs J Grieves
01903 737500 x 37448

Dear Mr Sennitt

30th November 2018

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

Application for Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a planning condition.

Development Application for a Lawful Development Certificate for an existing use - change of use of garage to a habitable room
Location 76 Ford Road Arundel

Thank you for your recent application which I received on 20th November 2018. It is being validated by Mrs J Grieves who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

No fee accompanied your application. I suggest that the required fee is £206 and would be grateful if you would forward this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/making-a-planning-application>
If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **14th December 2018** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther
Group Head of Planning