



Mr S Patel
Streathleigh
38A Torton Hill Road
Arundel
West Sussex
BN18 9HL

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: AB/146/17/CLE
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Patel

9th January 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 Lawful development certificate for an existing use as a dwelling house (C3 dwelling house).
Location Hardy Cottage 8 Bond Street Arundel

Thank you for your recent application which I received on 11th December 2017. It is being validated by Mrs D Johnson 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 :-

An incomplete fee has been submitted. Please forward the balance of £290.00 to this office.

The last page of the application was not submitted. Please forward the last page to this office.

Please provide evidence (sworn statements, council tax bills, etc) to this office.

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 **23rd January 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