



Arun District Council Planning Department
Arun Civic Centre
Maltravers Road
Littlehampton, BN17 5LF

25th May 2019

RE YOUR REF: AB/39/19/PL
SIAN EGGINGTON



Dear Sian Eggington,

Thank you for your letter of 25th April 2019. I must first apologise for taking some time to reply – much like Arun District Council, we have a lot going on in our small business right now and despite our best efforts it's sometimes hard to keep all the plates spinning – thank you in advance for continuing to work on our *change of use application* on this property we are renting on the High St in Arundel.

In your letter you raised two points:

- Demolition: yes, please go ahead and remove this section from the form as we are not touching the layout in anyway – thank you.
- Existing Floor Plan:
 - You had requested that we label the use of each room. I have done so in the attached floor plan, with all additional information to you in red text. I have also put a pinkish bounding box around what in my mind is the 'retail space', ie the space into which the public enter to experience our retail offering, and thus excluding the supporting office and staff spaces. Is that helpful? Does that perhaps simplify our request? I appreciate that the planning history on this property on this building is a little complex and so appreciate your guidance.

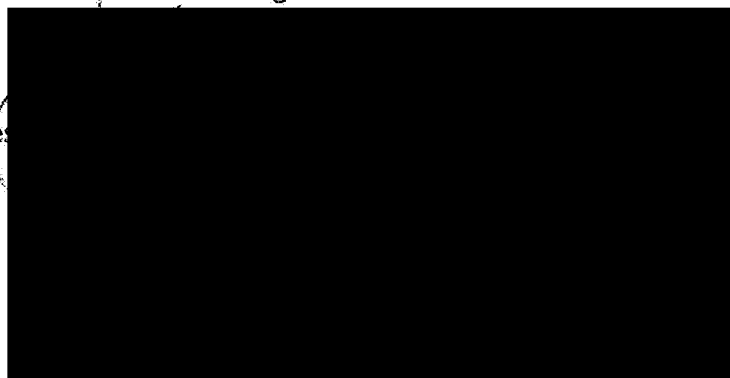
I hope this all helps. I'd be happy to speak directly if that's helpful or I could pop into your offices at a time to suit.



Many thanks again with our efforts to regularise matters.

Kind regards,

Dr Jason Humphries





Dear Dr Humphries

25th April 2019

**Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015
Application for Planning Permission**

Development Application for Change of Use from Financial and Professional Services (class A2) to mixed use: Retail (Class A1) and staff offices.
Location 55-57 High Street Arundel

Thank you for your recent application which I received on 11th April 2019. It is being validated by Sian Eggington 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 :-

Demolition: As you are not demolishing over 150sqm you are not required to fill out demolition of a listed building form. With your permission we can remove this from the form for you.

Existing Floor Plan: Please provide the existing floor plan with room labels to clearly illustrate the change of use.

Where the information requested above relates to a local validation requirement, you may request that the requirement is waived. The information requested should be reasonable having regard to the nature and scale of the proposed development and about a matter which it is reasonable to think would be a material consideration in determining the application. If you do not feel this is the case, you can serve a notice on the Council, specifying which particulars or evidence you do not consider meet this test of reasonableness. You must state which items you disagree with and set out the reasons why you hold the view, please quote the application reference in your letter or email. The Council will then consider your case and respond. It should be noted that there is no right to challenge the national requirements as these requirements are contained in planning legislation.

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 **9th May 2019** 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

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Neil Crowther
Group Head of Planning

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