



Regent Property Holdings Ltd
56 The Drive
Bognor Regis
West Sussex
PO21 4DT

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: AB/9/18/CLP
Your Ref:

Please ask for:
Miss K Garner
01903 737500 x 37467

Dear Mr Adrian Burrows

20th February 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 a Proposed Use or Development

Development Lawful Development Certificate for a Proposed use or Development - Minor alterations within (dwelling C3) building to form 11 bedsits with 11 bathrooms (Sui-Generis).

Location Riverside House 2 Fitzalan Road Arundel

Thank you for your recent application which I received on 5th February 2018. It is being validated by Miss K Garner 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 £231 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)

Floor Plans - Existing

Please submit 1 electronic or 3 paper copies of clearly labelled existing floor plans at a scale of 1:50 or 1:100. Further details can be found in the National Validation Requirements.

Elevations

Please either submit 1 electronic or 3 paper copies of clearly labelled existing and proposed elevations at a scale of 1:50 or 1:100 OR confirm in writing that there is no operational development proposed to the external building. Further details can be found in the National Validation Requirements.

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 **6th March 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

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther
Group Head of Planning