

Nicola Spencer

From: Nicola Spencer
Sent: 16 October 2019 15:01
To: 'hda projects'
Subject: RE: AW 277 19 CLE 16 Selsey Avenue : Certificate for Lawful Development application fee

Dear Mr Matthews

I have had a look at the application and plans and I am sorry but we have given you wrong information . The fee you have been quoted treated it as 7 separate units which is incorrect. The fee that the portal quoted is correct, the fee would be for a change of use from dwelling to a 7 bedroom House in multiple occupation £462.00. I can confirm that we have received the fee of £462.00 from the portal and the application is currently awaiting checking.

I apologise that you were given the wrong information and for any confusion this may have caused with your client.

Yours sincerely

Nicola Spencer

Nicola Spencer | Technical Support Manager, Planning Department, Arun District Council | Location: First floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

Internal: 37446 | External: +44 (0) 1903 737500 ext 37446 | E-mail: nicola.spencer@arun.gov.uk

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From: hda projects [REDACTED]
Sent: 15 October 2019 10:46
To: Nicola Spencer <Nicola.Spencer@arun.gov.uk>
Subject: FW: AW 277 19 CLE 16 Selsey Avenue : Certificate for Lawful Development application fee

Nicola Spencer
Planning Office
Arun District Council

Dear Nicola

AW 277 19 CLE 16 Selsey Avenue - Lawful Development Certificate application as a house in multiple occupation with 7 No bedrooms.

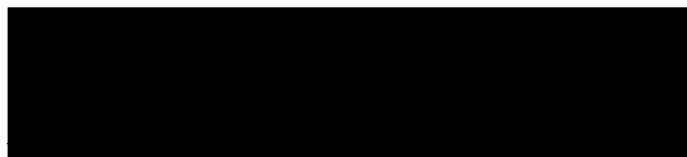
I gather Daun is away, if you are able to verify the sum.

Kind regards
Bill Matthews

hda projects

architectural services, technologists and building design consultants

St Johns House, St John Street, Chichester, West Sussex. PO19 1UU



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From: [hda projects](#)

Sent: 15 October 2019 10:41

To: [Daun Johnson](#)

Subject: AW 277 19 CLE 16 Selsey Avenue : Certificate for Lawful Development application fee

Daun Johnson
Planning Office
Arun District Council

Dear Daun

AW 277 19 CLE 16 Selsey Avenue - Lawful Development Certificate application as a house in multiple occupation with 7 No bedrooms.

Our client has asked we question the sum for this type of application, for the avoidance of doubt. They may have contacted you yesterday if you have already spoken to Mr Ellis.

Kind regards
Bill Matthews

hda projects

architectural services, technologists and building design consultants

St Johns House, St John Street, Chichester, West Sussex. PO19 1UU



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From: [hda projects](#)

Sent: 10 October 2019 12:10

To: [Daun Johnson](#)

Subject: RE: Certificate for Lawful Development application fee

Daun Johnson
Planning Office
Arun District Council

Dear Daun

AW 277 19 CLE 16 Selsey Avenue - Lawful Development Certificate application as a house in multiple occupation with 7 No bedrooms.

Many thanks

Kind regards
Bill Matthews

hda projects

architectural services, technologists and building design consultants

St Johns House, St John Street, Chichester, West Sussex. PO19 1UU



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From: Daun Johnson
Sent: 10 October 2019 12:02
To: hda projects
Subject: RE: Certificate for Lawful Development application fee

Bill,

If a balance is due, you can pay it on our website, quoting AW/277/19/CLE on our website. The home page on the left at the top is where you can pay.

Thanks
Daun

Daun Johnson | Technical Support Unit Assistant, Directorate of Place, Arun District Council | Location: GroundFloor, Phoenix House, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF
Internal: 37762 | External: +44 (0) 1903 737762 | E-mail: daun.johnson@arun.gov.uk

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From: hda projects [REDACTED]
Sent: 10 October 2019 11:58
To: Daun Johnson <Daun.Johnson@arun.gov.uk>
Subject: AW 277 19 CLE Certificate for Lawful Development application fee

Daun Johnson
Planning Office
Arun District Council

Dear Daun

AW 277 19 CLE 16 Selsey Avenue - Lawful Development Certificate application as a house in multiple occupation with 7 No bedrooms.

Thank you for your confirmation, can the balance be paid direct to Arun or does it have to go through the Portal ?

£ 3,230.00 - £ 487.00 = £ 2,743.00

Kind regards
Bill Matthews

hda projects

architectural services, technologists and building design consultants

St Johns House, St John Street, Chichester, West Sussex. PO19 1UU



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From: Daun Johnson
Sent: 10 October 2019 11:38
To: hda projects
Subject: FW: Certificate for Lawful Development application fee

Bill,

Because the HMO is for 7 bedrooms which have been in place for over 10 years, the fee would be £462.00 per bedroom or a total of £3230.00.

Thanks
Daun

Daun Johnson | Technical Support Unit Assistant, Directorate of Place, Arun District Council | Location: GroundFloor, Phoenix House, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF
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From: Nicola Spencer <Nicola.Spencer@arun.gov.uk>
Sent: 10 October 2019 10:55
To: Daun Johnson <Daun.Johnson@arun.gov.uk>
Subject: FW: Certificate for Lawful Development application fee

Please could you advise Mr Matthews

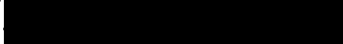
Nicola Spencer | Technical Support Manager, Planning Department, Arun District Council | Location: First floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

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From: hda projects 
Sent: 07 October 2019 16:54
To: Nicola Spencer <Nicola.Spencer@arun.gov.uk>
Subject: Certificate for Lawful Development application fee

Nicola Spencer
Planning Office
Arun District Council

Dear Nicola

16 Selsey Avenue - Lawful Development Certificate application as a house in multiple occupation with 7 No bedrooms.

We would be grateful if you could verify the correct fee for the application that we will be submitting shortly, we anticipate it may be £ 462.00 plus portal fee.

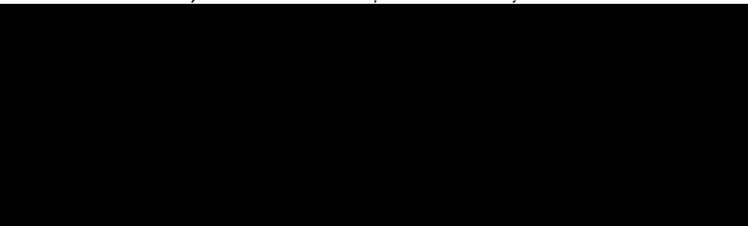
The use has been in place for over ten years.

Kind regards
Bill Matthews

hda projects

architectural services, technologists and building design consultants

St Johns House, St John Street, Chichester, West Sussex. PO19 1UU



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