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Planning & Building Control General
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Our Ref: A/120/11/
Your Ref:

Dear Mrs Bartlett

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445

15th August 2011

The Town and Country Planning Act 1990 (as amended)

**Change of use of vacant building from family activity centre (D2) to farm shop (A1)
Vacant Building at Rustington Golf Centre Golfers Lane Angmering**

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following matters are resolved:-

Please confirm whether the proposed works involve any development/operational development (physical changes to the building - doors, windows, extensions or external works). If this is the case please provide existing floor plans, existing and proposed elevations and a Design and Access Statement. If however there is to be no development, please clarify this by sending in an amended site plan and floor plan labelled existing/proposed. ✓

Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Full Application Forms - Full application - and click on Checklist) ✓

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by 29th August 2011. If this information is not received by this date the application will be returned as incomplete and you will have to submit a fresh application.

Yours sincerely

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

