



Strutt and Parker
31 North Street
Chichester
West Sussex
PO19 1LY

Dear Mrs Bartlett

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control 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: A/120/11/

Your Ref:

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445
5th August 2011

The Town and Country Planning Act 1990 (as amended)
Town and Country Planning Development Management Procedure Order 2010 (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 your recent application which I received on 3rd August 2011. It is being dealt with by Mrs S Honney-Bayes who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £335 and would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

I require 1 electronic or 3 paper copies of a revised location plan (1:2500) showing any other land owned by the applicant edged in blue, in accordance with the guidance notes available on our website detailed below (click on National List).

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 guidance 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 19th August 2011. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

Yours sincerely

pmac42