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**Our Ref: A/211/17/PD**  
**Your Ref:**

**Please ask for:**  
**Miss K Garner**  
**01903 737500 x 37467**

Dear

11th December 2017

**Town & Country Planning Act 1990 (as amended)**  
**Town & Country Planning (General Permitted Development) Order 2015 Schedule 2**  
**Application for Prior Notification for Permitted Development**

**Development** Notification for Prior Approval under Class O for change of use from an office (Class B1) to a dwelling (Class C3).  
**Location** 1 The Square Angmering

Thank you for your recent application which I received on 7th December 2017. 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 :-

Location Plan - Amend

Please submit 1 electronic or 3 paper copies of an amended location plan at a scale of 1:1250 with a current map shown and to accord with the site address provided on the form. Further details of what must be included on the plan can be found in the National Validation Requirements.

Please confirm the site/postal address of the property shown on the form is 1 The Square, Angmering as this does not accord with the Location plan.

Please provide any planning history to support this application (i.e Permission for current use as an office).

Please submit a statement specifying the net increase in dwellinghouses.

Please confirm there is no external/additional work required other than a straight change of use of the 1st floor.

Please provide the above by **25th December 2017** 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