



Mr & Mrs B & J Hong
Cornerways Dental Practice
Cornerways
Weavers Hill
Angmering
BN16 4BE

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/46/12/
Your Ref:

Please ask for:
Mrs J Grieves
01903 737711 x 37448

Dear Mr & Mrs B Hong

10th May 2012

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2010
Application for Planning Permission

Development Change of use of upper floor from commercial (D1) back to residential (C3).
Location Cornerways Weavers Hill Angmering

Thank you for your recent application which I received on 9th May 2012. It is being dealt with by Mrs J Grieves 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 :-

I require 1 electronic or 3 paper copies of a block/site plan in accordance with the guidance notes available on our website detailed below (click on National List).

I require 1 electronic or 3 paper copies of a location plan in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide 3 copies of proposed floor plans at a scale of 1:50 or with clear metric measurements

Please provide 1 electronic or 3 paper copies of existing and proposed elevations. Photos will be acceptable

The Certificate Details on the application were not completed. Please resubmit the application form with the certificate section correctly completed, together with any Article 11 notice to be served on owners and tenants where this is appropriate. Please refer to the guidance notes on the website detailed below. Please also sign the Agricultural Holdings Certificate

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 **24th May 2012**. 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.

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Yours sincerely

A handwritten signature in black ink, appearing to be 'KARL' followed by a stylized flourish.

Karl Roberts
Assistant Director Planning Services &
Housing Strategy