



Mrs N Goldfinch
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West Sussex
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Our Ref: A/71/18/CLP

Your Ref:

**Please ask for:
Mrs D Johnson
01903 737762**

Dear Mrs Goldfinch

29th May 2018

**Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015 - Article
39**

Application for Lawful Development Certificate for a Proposed Use or Development

Development Lawful development certificate for the proposed conversion of garage to habitable space & partial change of use to treatment room.

Location 22 Arlington Crescent Angmering

Thank you for your recent application which I received on 10th May 2018. It is being validated by Mrs D Johnson 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

Please submit 1 electronic or 3 paper copies of a location plan at a scale of 1:1250 or 1:2500 for rural areas. Further details of what must be included on the plan can be found in the National Validation Requirements.

An incomplete fee has been received upon submission. Because there is a proposed change of use of the garage to a habitable space and a proposed business, a further £128.00 is due.

Please confirm the maximum number of clients visiting per day.

Please confirm the days/nights per week that the proposed business will operate.

If the garage door is changing into windows/doors, please provide a proposed floor plan and elevations, to scale, to show the change in the elevation.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/making-a-planning-application>
If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **12th June 2018** 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 period.

Neil Crowther
Group Head of Planning