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**MONTAGU
EVANS**

TM/PD8500

email: [REDACTED]

CHARTERED SURVEYORS

5 Bolton Street
London W1J 8BA

[REDACTED]
www.montagu-evans.co.uk

4th November 2014

Arun Civic Centre
Planning Department
1 Maltravers Rd,
Littlehampton,
West Sussex BN17 5LF



Dear Sir or Madam

UNIT 3 BOGNOR REGIS RETAIL PARK, SHRIPNEY ROAD, BOGNOR REGIS PO22 9TR

APPLICATION FOR PLANNING PERMISSION FOR CHANGE OF USE FROM D2 TO A1

On behalf of our client, Zurich Assurance Ltd, we hereby apply for planning permission for the change of use of Unit 3 at the Bognor Regis Retail Park from D2 use to A1 Retail Use.

The application is for change of use only and does include any operational development. The unit has an existing mezzanine of 753 sq m which will be removed; this affects the interior of the building only and is not development requiring planning permission.

The application has been submitted today via the Planning Portal (reference PP-03749384).

This application comprises four copies of the following documents:

- This covering letter;
- A Planning, Economic Development and Retail Statement prepared by Montagu Evans.
- A Transport Statement prepared by TTP Consulting;
- A Validation Checklist;
- A bio-diversity checklist;
- The necessary application form, including ownership Certificate B and Agricultural Holdings Certificate;
- The Environment Agency's minor development form (a very small part of the rear of the unit falls within Flood Risk Zone 2);
- A Planning Application Summary Document;
- Planning application fee of £385.

As this application is for a change of use only with no operational development, a Design and Access Statement is not required.

Please note that the Economic Development Statement is included within the Planning, Economic Development and Retail Statement.

We would be grateful if you could confirm as soon as possible that our application is complete and has been validated.

If you have any queries, please contact Tim Miles in this office.

Yours sincerely



MONTAGU EVANS LLP