

Mrs Monika Karonska
22 Maple Gardens
Bognor Regis
PO22 9LB

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: BE/158/21/CLP
Your Ref:
Date: 2nd November 2021

Dear Mrs Karonska,

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

Lawful Development Certificate for a Proposed Use or Development

Development: Lawful development certificate for the proposed change of use of existing utility room to dog grooming business.
Location: 22 Maple Gardens Bersted PO22 9LB

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following matters are resolved:-

The fee deposited with your application is incorrect. I suggest it should be £234.00. This would attract an additional fee of £131.00. I would be grateful if you would either make payment on line at <https://www1.arun.gov.uk/external/PaymentOnline.ofml> or forward a cheque made payable to Arun District Council for this amount to me as soon as possible. Please note we cannot accept cash.

Please confirm your acceptance of the description as shown above.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <https://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 **16th November 2021**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

If this letter has crossed with you providing the information, please ignore it.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website
<https://www.arun.gov.uk/privacy-policy/>

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to
<https://www1.arun.gov.uk/planning-application-finder>