



Sloane and Brown Ltd
Unit 3B Woodhorn Business Centre
Woodhorn Lane
Oving
Chichester
PO20 2BX

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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website: www.arun.gov.uk/planning

Our Ref: BR/107/18/PL

Your Ref:

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

Dear Mr Brown

9th May 2018

**Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015
Application for Planning Permission**

Development Change of use from offices (B1 Business) to one bedroom residential apartment (C3 Dwelling House).
Location Third Floor 8 York Road Bognor Regis

Thank you for your recent application which I received on 18th April 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 :-

I am emailing under separate cover the Pagham S106 Agreement which has areas highlighted that need to be completed. Please complete these areas and return accordingly.

A planning fee of £462.00 has been paid on the 18th April 2018. A further fee of £2310.00 was paid on 23rd April 2018. It is not clear what the fee of £2310.00 relates to. As far as the Pagham S106 is concerned, a legal fee of £200.00 is due and if paying the contribution up front, another £871.00 is due.

Please clarify the fee of £2310.00.

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 **23rd May 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

Neil Crowther
Group Head of Planning