



Mr R A Sartin
4 Wheelwrights Close
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West Sussex
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Arun District Council
Arun Civic Centre
Maltravers Road
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Our Ref: BR/109/19/CLE
Your Ref:

Please ask for:
Mrs J Grieves
01903 737500 x 37448

Dear Mr Sartin

29th April 2019

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

Application for Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a planning condition.

Development Application for a Lawful Development Certificate for an existing use - 2 bed flat at 1st & 2nd level with access at ground floor
Location 63A Queensway Bognor Regis

Thank you for your recent application which I received on 12th April 2019. It is being validated by Mrs J Grieves 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 :-

The fee deposited with your application is incorrect. I suggest it should be £462. This would attract an additional fee of £127. I would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted)

Location Plan

Please submit 1 electronic or 3 paper copies of an amended location plan at a scale of 1:1250 showing the site area edged in red

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 **13th May 2019** 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