



Grove Design UK  
8 Willowhale Avenue  
Aldwick  
West Sussex  
PO21 4AY

Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF  
Planning General Enquiries  
Tel: (01903) 737756 Fax: (01903) 730442  
Dx: 57406 Littlehampton  
Minicom: 01903 732765  
e-mail: [planning@arun.gov.uk](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

**Our Ref: BR/114/17/PD**

**Your Ref:**

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

9th May 2017

Dear Mr Hollands

**Town & Country Planning Act 1990 (as amended)  
Town & Country Planning (General Permitted Development) Order 2015 Schedule 2  
Application for**

**Development** Prior notification under Class M for a change of use from shop (Class A1) to dwelling house (Class C3).  
**Location** 54 A & B Chichester Road Bognor Regis

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 items are received or resolved:-

No fee accompanied this submission. You may call the office, 01903 737711 and make the payment over the telephone for £172.00.

For further guidance or to obtain the documents as required above please refer to our website:  
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by **23rd May 2017**. 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.

Yours sincerely

Neil Crowther