



Stephen Jupp MRTPI
348 Chichester Road
Bognor Regis
West Sussex
PO21 5BX

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
website: www.arun.gov.uk/planning

Our Ref: BR/166/15/PL

Your Ref:

**Please ask for:
Miss C Burrows
extn 37459**

Dear Mr Jupp

6th August 2015

**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 of properties from 10 HMO units to 2no separate bed and breakfast accommodation units each having owners accommodation and communal lounge and dining areas at ground floor and 7 B&B bedrooms at first and second floor
Location	3 & 4 Queens Square Bognor Regis

Thank you for your recent application which I received on 23rd July 2015. It is being validated by Miss C Burrows 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 :-

No fee accompanied your application. I suggest that the required fee is £770 and would be grateful if you would forward this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

Elevations

Please submit 1 electronic or 3 paper copies of clearly labelled existing and proposed elevations at a scale of 1:50 or 1:100. Further details can be found in the National Validation Requirements. If there are to be no structural changes then Elevations will not be required however please confirm in writing.

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 **20th August 2015** or your application will be returned to you 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

A handwritten signature in black ink, appearing to read 'KARL' followed by a stylized flourish.

Karl Roberts
Director Planning & Economic Regeneration