



Mr N Jarvis
Luken Beck MDP Ltd
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Southampton
West Sussex
SO15 2EW

Arun District Council
Arun Civic Centre
Maltravers Road
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Our Ref: BR/173/19/PD

Your Ref:

Please ask for:

Mrs J Grieves

01903 737500 x 37448

24th June 2019

Dear Mr Jarvis

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

Development Notification for Prior Approval under Class O for change of use from an office (Class B1) to a dwelling (Class C3).
Location 98-100 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 your application as is required by the Regulations. I suggest that the required fee is £96 and 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 at these offices)

Floor Plans

Please submit 1 electronic or 3 paper copies of clearly labelled proposed floor plans at a scale of 1:50 or 1:100.

Following on from your email, I spoke to Dan Vick, Team Leader, who confirmed that a proposed plan is required to enable us to see what rooms are proposed and for the consultation purposes.

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 **8th July 2019**. 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

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther