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Our Ref: BR/199/19/PL

Your Ref:

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

Dear Mr Hoft

4th July 2019

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

Development Conversion of existing Health Centre (D1 non-residential institution) unit to 4 No. studio flats. This application may affect the setting of a listed building.

Location Clock Walk 7 High Street Bognor Regis

Thank you for your recent application which I received on 28th June 2019. 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 :-

Block Plan Amend

Please clearly highlight/hatch only the proposal.

Pagham Harbour Management Contribution Legal Agreement and Fee

As your proposal is for the creation of residential units within Pagham Harbour Buffer Zones A & B, you are required to provide a completed and signed unilateral undertaking legal agreement as part of your planning application submission together with the appropriate legal checking fee. This is a Local Validation Requirement and the purpose of this agreement is to secure the required Pagham Harbour Management contribution.

Full details of the Pagham Harbour Management Contribution, the legal template and the fee for checking the agreement can be found in the Local Validation Requirements and also on the Council's website at the following link:

<http://www.arun.gov.uk/planning-obligations>

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 **18th July 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

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

Neil Crowther
Group Head of Planning