

Mr Tim Rodway
293 Upper Shoreham Road
Shoreham by Sea
BN43 5QA

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: BR/231/20/PD
Your Ref:
Date: 30th September 2020

Dear Mr Rodway,

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

Prior Notification for Permitted Development (Non Householder)

Development: Notification for Prior Approval under Class O for change of use from office use (Class B1a) to residential (Class C3) - Conversion of existing office building into 15 No. self-contained residential units.

Location: Knighton Chambers 39 Aldwick Road Bognor Regis PO21 2LN

Thank you for your recent notification which I received on 23rd September 2020. It is being validated by Nicola Moore 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 notification until the following item(s) have been received or resolved :-

Floor Plans

As per the General Permitted Development Order Part W (bc) in relation to development proposed under Class M,N,O,PA or Q, a floor plan is indicating the dimensions & proposed use of each room, the position & dimensions of windows, doors & walls is required. Please amend the submitted floor plans accordingly to include dimensions and re submit.

Please provide the above by **14th October 2020** or your notification will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website www.arun.gov.uk/planning-privacy-statements

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.