



Mr Roy Sartin
4 Wheelwrights close
Arundel
BN18 9TA

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: BR/259/14/PL
Your Ref:

Please ask for:
Miss K Garner
01903 737711 x 37467

Dear Mr Sartin

20th October 2014

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended)
Application for Planning Permission

Development Change of use of 1st floor from 2No. flats to 1No. flat and an office. Resubmission following withdrawn application BR/146/14/PL.
Location Unit 1 5 Waterloo Square Bognor Regis

Thank you for your recent application which I received on 8th October 2014. It is being validated by Miss K Garner 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 £385 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)

Ordnance Survey Licence

The submitted location plans appear to be photocopies from Ordnance Survey maps. Please verify in writing that you hold a 'Business Use' licence, which allows you to make copies of ordnance survey maps or alternatively submit 1 electronic or 3 paper copies of amended location plans with an appropriate ordnance survey licence number.

Design and Access Statement

This application requires a Design and Access Statement please submit 1 electronic or 3 paper copies. Please refer to the National Validation Requirements for further information on what needs to be included in this statement.

Please amend Q18 on form to 'Yes' and put the details of floor area relating to change of use against the relevant category.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>. 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 **3rd November 2014** 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 Roberts', with a long, sweeping underline.

Karl Roberts
Assistant Director Planning & Economic Regeneration