



Lamb Property Investments
24 Chester Crescent
Lee on the Solent
Hampshire
PO13 9BH

Arun District Council
Arun Civic Centre
Maltravers Road
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Planning General Enquiries
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Our Ref: BR/259/19/PD

Your Ref:

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

7th October 2019

Dear Mr Lamb

**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 Schedule 2, Part 3, Class O for a proposed change of use from office use on ground floor (B1(a)) into 2 No. flats (C3 Dwellinghouse).

Location 20 Sudley 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:-

Please provide a plan indicating the site and showing the development within the site (location plan)

Please confirm if the building is still being used as an office. The email you sent indicated the date of 2nd October but did not specify a year. Please confirm the entire date.

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 **21st October 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
Group Head of Planning