



Hughes Jay & Panter Ltd  
Grove House  
64 Sutton Grove  
Sutton  
Surrey  
SM1 4LP

Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF  
Planning General Enquiries  
Tel: (01903) 737756 Fax: (01903) 730442  
Dx: 57406 Littlehampton  
Minicom: 01903 732765  
e-mail: [planning@arun.gov.uk](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

**Our Ref: BR/270/17/PL**

**Your Ref:**

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

Dear Mr Thorpe

12th October 2017

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

**Development** Change of use from existing retail at ground floor to offices (2 units), conversion of 1st floor to 3 x 2 bed flats, additional 2 storeys to make 2nd and 3rd floors for further 6 x 2 bed flats, external staircase to the rear and bin storage to rear with parking.

**Location** 56 High Street Bognor Regis

Thank you for your recent application which I received on 2nd October 2017. 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 :-

Please provide manufacturer details of the proposed mechanical air handling units.

Your Pagham S106 agreement is incomplete. It will be emailed under separate cover for you to complete. On page 2, under heading Planning Application please put the planning application number which appears on the top of the incomplete letter.

Noise Assessment

This application triggers a threshold which requires the submission of a noise assessment in order to comply with the details set out on the Local Validation Requirements.

Where the information requested above relates to a local validation requirement, you may request that the requirement is waived. The information requested should be reasonable having regard to the nature and scale of the proposed development and about a matter which it is reasonable to think would be a material consideration in determining the application. If you do not feel this is the case, you can serve a notice on the Council, specifying which particulars or evidence you do not consider meet this test of reasonableness. You must state which items you disagree with and set out the reasons why you hold the view, please quote the application reference in your letter or email. The Council will then consider your case and respond. It should be noted that there is no right to challenge the national requirements as these requirements are contained in planning legislation.

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 **26th October 2017** 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 flourish and a period.

Neil Crowther  
Group Head of Planning