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Our Ref: BR/315/19/PL

Your Ref:

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

16th December 2019

Dear Sir/Madam

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

Development Conversion of the existing first floor office space (B1 Business) into 1 No. two bedroom flat (C3 Dwelling house) including rear access, amenity space & general storage facilities.

Location 98-100 Chichester 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:-

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 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 **30th December 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 faithfully

A handwritten signature in black ink, appearing to be 'NC' with a flourish and a period.

Neil Crowther