ARUN DISTRICT COUNCIL
Working in partnership with South Downs National Park Authority

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

Sisterly Care Limited
Denvilles House
33 Emsworth Road
Havant
Hants
PO9 2SN

Our Ref: BR/64/12/
Your Ref:

Please ask for:
Miss K Garner
01903 737500 x 37467

Dear Sir / Madam

14th March 2012

Town & Country Planning Act 1990 (as amended)

Application for Planning Permission

Development Change of use from daycentre to office use only (domicillary care agency - class B1).

Location 30 West Street Bognor Regis

Thank you for your recent application which I received on 6th March 2012. It is being dealt with by Miss K Garner who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

Please provide 1 electronic or 3 paper copies of amended floor plans at a scale of 1:50, to show both existing and proposed layouts. If the floor plan has no change, please clearly title the plan as 'existing and proposed' in accordance with the guidance notes available on our website detailed below (click on National List).

Please confirm there is no operational development to the exterior of the building. If yes, we require existing and proposed elevations and a design & access statement.

Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Full Application Forms - Full application - and click on Checklist)

For further guidance or to obtain the documents as required above please refer to our website: http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC

If you are unable to download the required guidance 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 **28th March 2012**. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

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Yours faithfully

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

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