

Mr M Dhillon  
14 Preston street  
Brighton  
BN1 2HN

Please ask for: Mrs D Johnson  
Email: [daun.johnson@arun.gov.uk](mailto:daun.johnson@arun.gov.uk)  
Telephone: 01903 737762  
Our Ref: BR/81/21/CLE  
Your Ref: Mr Dhillon  
Date: 19th March 2021

Dear Mr Dhillon,

**Town & Country Planning Act 1990 (as amended)**  
**Town & Country Planning (Development Management Procedure) (England) Order 2015: Article 39**

**Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a planning condition**

**Development:** Lawful development certificate for the existing change of use of building from dwelling (C3 Dwelling house) to a 6 bed HMO (C4 House in Multiple Occupation).  
**Location:** 3 Beatty Road Bognor Regis PO21 2HD

Thank you for your recent application which I received on 17th March 2021. 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 :-

An incomplete fee has been paid upon submission. Please pay the balance of £228.00 at [www.arun.gov.uk](http://www.arun.gov.uk), quoting reference BR/81/21/CLE.

Please amend Question 11 on the application form to 'No' as the application is not a member of ADC staff nor is related to a member of ADC staff.

Please provide floor plans and elevations of the HMO.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <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 **2nd April 2021** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable

us to contact you swiftly with any queries or issues.

Yours sincerely



**Neil Crowther**  
**Group Head of Planning**

**PLEASE NOTE:** Essential IT work will be carried out during the week of 12 April 2021 and there will be no access to the planning records on the website. It will not be possible to follow the progress of an application, view any documents or make on line comments. To ensure that no one is disadvantaged the publicity period will be extended by a week on planning applications where the publicity period falls over this week. The site notices and documentation will quote the extended date if this is applicable.

All aspects of planning, building control and local land charges will be limited during this week. If you do need to contact the case officer during this week you will need to be able to provide the exact reference number and as much detail as possible. The service will be extremely limited and it would be best to contact us either before 12 April, or after, when the work is completed on 19 April 2021.

For details of how the Council will deal with your data please refer to our privacy notices on the website [www.arun.gov.uk/planning-privacy-statements](http://www.arun.gov.uk/planning-privacy-statements)

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to <https://www.arun.gov.uk/planning> and click into Local Planning Application Finder.