



Parsons Son and Basley
The Estate Office
Alma Place
11 Lennox Street
Bognor Regis
PO21 1LZ

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

Our Ref: BR/96/13/CLP
Your Ref:

Please ask for:
Miss C Burrows
extn 37459

Dear Mr R Lowary

17th April 2013

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2010 (as amended) - Article 35
Application for Lawful Development Certificate for a Proposed Use or Development

Development Application for Certificate of Lawfulness for a proposed change of use from A2(Financial & Professional services) to A1(Shops) use as a hairdressing salon

Location 2 Linden Road Bognor Regis

Thank you for your recent application which I received on 15th April 2013. It is being dealt with by Miss C Burrows 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 :-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £192.5 and would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

Please submit 1 electronic or 3 paper copies of a block/site plan in accordance with the guidance notes available on our website detailed below (click on National List).

Please submit 1 electronic or 3 paper copies of revised existing and proposed floor plans at a scale of 1:50 or with the metric measurements clearly indicated in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide the above by **1st May 2013**. 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.

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.

If this letter has crossed with you providing the information, please ignore it.

Yours sincerely

A handwritten signature in black ink, appearing to read 'KARL', with a long, sweeping horizontal line underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration