



Mr C Barker
ECE Planning Ltd
Brooklyn Chambers
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Worthing
BN12 4AP

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Planning & Building Control General Enquiries
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**Our Ref: EP/76/12/
Your Ref:**

**Please ask for:
Mrs J Grieves
01903 737711 x 37448**

Dear Mr Barker

23rd July 2012

**Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended)
Application for Planning Permission**

Development Proposed change of use of Office Building (B1 Business) to Residential (C3 Dwelling Houses), forming 2 x 2 bedroom flats
Location I C I S Information for Life 35 Worthing Road East Preston Littlehampton

Thank you for your recent application which I received on 20th July 2012. It is being dealt with by Mrs J Grieves 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 £670 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)

We can not accept Outline Applications for Change of Use. Please therefore forward Full Planning application forms along with the following plans:-

Existing floor plans
Existing & proposed elevations

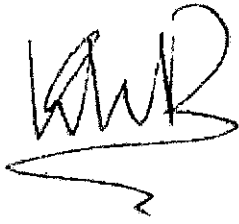
For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

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 **6th August 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 sincerely

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

Karl Roberts
Assistant Director Planning & Economic Regeneration