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

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

Our Ref: EP/76/12/

Please ask for:

Mr C Cronin
01903 737776

Dear Mr Barker

04 October 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

Receipt:				
ICIS information for life	Receipt No.	P90511	Amount £	335.00
ICIS: Information for Life	Receipt No.	P90577	Amount £	335.00

Thank you for your application received on 20th July 2012. I am writing to acknowledge that it was accepted as a valid application on 4th October 2012. On receipt of this letter if you have any concerns about the way that the Council has described your application you should contact the Case Officer: Mr C Cronin, who will be dealing with your application, to discuss the matter.

The Council will publicise this application by means of a site notice on or near the application site and on our website. The notice needs to be displayed for not less than 21 days. During this time I hope you will do all that you can to ensure that it is not removed or defaced and that it is removed at the end of the specified period. If there are any problems with regards to the site notice (e.g. vandalism), please contact your Case Officer.

Your application cannot be determined until the end of the statutory publicity and consultation periods which is 8th November 2012.

You can follow how your application is progressing on the Council's website:

www.arun.gov.uk/planning.

The Council aims to make as many decisions as possible before the end of the statutory determination period, which in this case will be 29th November 2012. However, this is not always possible for a number of reasons, including on-going negotiations or the scheduling of Planning Committees.

If you have not received a decision by 29th November 2012 or agreed in writing to extend the time in which the Council make a decision, you have 6 months in which to appeal to the Secretary of State. Your appeal (under Section 78 of the Town & Country Planning Act 1990) would be that the Council has failed to make a decision and you would be asking a Government Planning Inspector to make the decision instead. You can do this on a form which you can get from the Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN. Or from the

planning portal website www.planningportal.gov.uk/planning/appeals/.

If you allow the Council extra time to make a decision on your application, and you disagree with the decision, you will still be able to appeal within 6 months from the date the decision was issued.

This acknowledgement only relates to this application and not to any other applications you may have made, or may need to make to the Council, for example Building Regulations approval. You will need to carry out your own checks to determine whether any other consents or permissions are required.

For advice on whether Building Regulations are required please visit the government's website www.planningportal.gov.uk or seek your own professional advice. If, in general, you wish to know more about Building Regulation approval and the Building Control Services offerred by Arun District Council please see www.arun.gov.uk/buildingcontrol/

Please do not hesitate to contact the case officer if you have any queries.

Yours sincerely

Karl Roberts
Assistant Director Planning & Economic Regeneration

Please note: When an application is submitted online or with an email address in the agent details, most correspondence, including the decision notice will be sent by email. It is therefore important that you inform us if you make any change to your email address during the course of this application.