



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

ADCS Ltd
30 Foxley Lane
Worthing
West Sussex
BN13 3AD

Your Ref:
Our Ref : FP/40/12/
Please ask for:
Mrs S Leeson
Direct Dial: 01903 737769

7th March 2012

Dear Sir/Madam

The Town and Country Planning Act 1990 (as amended)

Change of use from Offices (B1) to Residential use (C3) & three new dormer windows to replace existing

Church House 94 Felpham Road Felpham PO22 7PG

Receipt No P89378

Amount: £ 1,675.00

VAT Number 193 5586 24

TOTAL PAID: £ 1,675.00

Thank you for your recent planning application, which was accepted as a valid application on 5th March 2012. It is being dealt with by Mrs S Leeson who will be able to help you by telephone, should you have any questions. However, I would point out that it will not be possible for you to meet with the case officer unless a prior appointment has been arranged.

This Council is legally obliged to publicise all planning applications received. I would be grateful if you would display the enclosed notice on or near the site for 21 days from the date you receive this letter in a position where it can easily be seen by the general public. A decision cannot be made until 5th April 2012 which is the end of the advertising period.

If you have not received a decision by 30th April 2012 and have not agreed in writing to extend this time limit, or been advised that your application is invalid, you are entitled to appeal to the Secretary of State in accordance with the Town and Country Planning Act within 6 months from the date by which the decision should have been made (unless the application has been referred to the Secretary of State by this Council for decision). Appeals must be made on a form which is obtainable from the Planning Inspectorate, Customer Support Unit, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN.

Please be aware that some of our correspondence including the Decision Notification will be sent by email if you have provided an email address on your forms. It is therefore important to inform us if your email address changes throughout the course of the application.

This proposal is one to which the Building Regulations apply. You may wish to wait for a planning decision before making a submission under the Building Regulations but you should not start any structural work before obtaining Building Regulations approval. The necessary submission forms and fee details can be down loaded from the Arun District Council website www.arun.gov.uk. or you can contact this office for copies.

Please do not hesitate to contact us if you have any queries.

Yours faithfully

A handwritten signature in black ink, appearing to read 'KARL', with a stylized flourish underneath.

Karl Roberts
Assistant Director Planning Services &
Housing Strategy