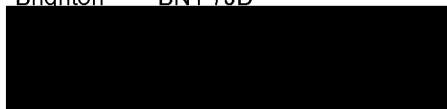


Martin Szczerbicki Associates Ltd

Chartered Architects A4

128 Hollingbury Road
Brighton BN1 7JD



**F.A.O Mrs. Johnson,
Planning Department, Arun District Council,
Arun Civic Centre, Maltraverse Road,
Littlehampton, West Sussex,
BN17 5LF**

Job.No
14.01.03

Date.
22.04.2014

Dear Sirs,

Ref. 3 High Street, Littlehampton, BN17 5EG
Planning Portal Ref. PP-03340438

We enclose herewith a Full Planning Application for a change of use from A2 betting office and B1 business Use to A1 shops and C3 [four dwellings]. We spoke to Mrs. Johnson on the phone today to establish the appropriate fee and at the time of our conversation we understood the position to be as follows. The change of use from A2 betting office to A1 shops and including up to two dwellings is permitted development and as such requires no fee in itself. The change of use of the B1 business use to C3 dwellings [a further two dwellings] will require a fee of £385.00 per dwelling.

Accordingly we enclose a cheque for £770.00 to cover the planning application fee with an hard copy of this letter sent by post.

With regard to the requisite 106 agreement. Prior to making this application we were advised to draw up a new agreement to cover the four flats which we have done and a draft copy is enclose for your consideration. However, we are not sure if any commuted payments have been made in respect of new residential units on this site, so we ask if you will check the details and confirm whether we should include for four flats.

With regard to the 106 agreement we enclose a cheque, with the hard copy of this letter, in the sum of £200.00 ,to cover the councils reasonable legal costs in signing the 106 Agreement

continued.....

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Registered Address, Cornelius House, 178-180 Church Road, Hove, BN3 2DJ
Martin Szczerbicki Associates Ltd continuation sheet

The application itself comprises the documents listed below, submitted via the Planning Portal.

Item.

Application form for	Full Planning Application
Application fee	£770.00 payment to be sent direct.
OS Site map	Site location plan. 1/1250
Drawing No. 14.01.03/2	Site Block Plan @ 1/500
Drawing No. 14.01.03/3	Survey Floor Plans @ 1/50
Drawing No. 14.01.03/4	Survey Elevations Sections @ 1/50
Drawing No. 14.01.03/5	Proposed Floor Plans @ 1/50
Drawing No. 14.01.03/6	Proposed Elevations Sections @ 1/50
Doc. No. 14.01.03/DAS	Design and Access Statement.
Drawing No. 14.01.03/3DAS	Floor Areas Existing Use breakdown
Drawing No. 14.01.03/5DAS	Floor Areas Proposed Use breakdown
Biodiversity checklist.	
Draft 106 Agreement plus appended copy title deed, land registry map and block plan. Cheque for £200.00 to cover Reasonable Local Authority Legal costs	

To the best of our knowledge the application is complete. If however, there are any omissions or discrepancies relating to the various fees, we would be obliged if you would contact us with due haste.

Best Regards

Martin Szczerbicki riba

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