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Planning & Building Control General Enquiries
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: LU/119/14/PL
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Szczerbicki

8th May 2014

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

Development Change of use from business (B1 Business) to 2 No flats (C3 Dwelling House).

Location 3 High Street Littlehampton

Thank you for your recent application which I received on 22nd April 2014. It is being validated by Mrs D Johnson who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

The proposed South elevation at first floor level does not accord with the proposed floor plan at first floor level. Please amend accordingly.

Because you are only applying for the change of use from B1 to C3, the rest of the description will be omitted from this application. Please confirm that the description is what you are applying for.

Please amend the plans and elevations to only show the B1 to C3 change of use. You may amend the plans, taking off what is not being applied for, or clearly indicate on the plans that only the change of use from B1 to C3 is being applied for.

Local Validation Checklist

Please provide the Local Validation Requirements Checklist in order to comply with the local validation requirements. No further validation will take place until this is received.

Where the information requested above relates to a local validation requirement, you may request that the requirement is waived. The information requested should be reasonable having regard to the nature and scale of the proposed development and about a matter which it is reasonable to think would be a material consideration in determining the application. If you do not feel this is the case, you can serve a notice on the Council, specifying which particulars or evidence you do not consider meet this test of reasonableness. You must state which items you disagree with and set out the reasons why you hold the view, please quote the application reference in your letter or email. The Council will then consider your case and respond. It should be noted that there is no right to challenge the national requirements as these requirements are contained in planning legislation.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>. If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **22nd May 2014** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the development. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

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

Karl Roberts
Assistant Director Planning & Economic Regeneration