

ARUN DISTRICT COUNCIL
DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION

To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, paragraph 5.2.

DATE DECISION TAKEN	04-09-2019
SUBJECT	Free application as applicant completed wrong form on 23/04/19 Modification of Planning obligation (PO) and application was incorrectly validated. The mistake was only noticed when application looked at by case officer on 30/08/19. Customer needs to make an application for the removal of a condition (PL) and needs to complete the correct form and pay a fee.
DECISION TAKEN	New forms sent to customer with letter apologising 04/09/19 .Free application- £234.00 waived due to long delay in processing the application
REASON FOR THE DECISION	Original mistake in validation not picked up until case officer looked at application. In view of the long delay in noticing this and processing the customer's application , fee is being waived as a gesture of good will
ALTERNATIVE OPTIONS CONSIDERED OR REJECTED	
ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL <i>Only needed if the decision is under an express authorisation</i>	
NAME OF THE DECISION TAKER	Neil Crowther
SIGNATURE	

This record to be maintained for six years or such period as statute requires with the relevant subject file

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

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e-mail: nicola.spencer@arun.gov.uk

Mr P Perella
Glenville Chalet
Old Mead Road
Wick
Littlehampton
BN17 7PU

4 September 2019

Please ask for:

Nicola Spencer

01903 737500 Ext 37446

Your Ref:

Our Ref:LU/134/19/PO

Dear Mr Perella

**Re: Application to removing condition relating to the occupation of dwelling limited to person solely employed, or last employed in agriculture
Glenville Chalet, Old Mead Road, Wick Littlehampton BN17 7PU**

It has just come to our attention that this application has been made on an incorrect form. You need to make an application to remove a condition not an application to vary a planning obligation. I am sorry that this has only just come to light.

Please could you complete the enclosed form and return it to me as soon as possible so we can continue with your application.

Normally there would be a fee for this type of application but in view of our delay we will not charge you for this.

I apologise for the delay in this matter

Yours sincerely

Nicola Spencer
Technical Support Manager