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Our Ref: LU/138/17/PD
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

Dear Sir / Madam

28th April 2017

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (General Permitted Development) Order 2015 Schedule 2
Application for Prior Notification for Permitted Development

Development Prior notification under Class O for change of use from B1(a) office to 1No. 2 Bed flat (C3)
Location 9A Beach Road Littlehampton

Thank you for your recent application which I received on 12th April 2017. It is being validated by Miss C Burrows 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 :-

No fee accompanied your application. I suggest that the required fee is £80 and would be grateful if you would forward this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

Please provide the above by **12th May 2017** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours faithfully

Neil Crowther
Group Head of Planning