



Arun District Council  
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Nash and Partners Limited  
60A North Street  
Chichester  
West Sussex  
PO19 2NB

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

**Please ask for:**

**Mr D Easton  
01903 737619**

10 May 2017

Dear Sir / Madam

**Town & Country Planning Act 1990 (as amended)  
Town & Country Planning (General Permitted Development) Order 2015 Schedule 2  
Part 3, Class O**

|                    |                                                                                              |
|--------------------|----------------------------------------------------------------------------------------------|
| <b>Description</b> | Prior notification under Class O for change of use from B1(a) office to 1No. 2 Bed flat (C3) |
| <b>Location</b>    | 9A Beach Road Littlehampton,,                                                                |
| <b>Receipt No:</b> | P104586 Amount £ 80.00                                                                       |

Thank you for your notification received on 12th April 2017, I am writing to acknowledge that it was accepted as valid on 9th May 2017 and is now being assessed to ensure that the proposal complies with the conditions, limitations or restrictions under the above Order and whether sufficient information has been provided to establish this requirement.

If you have any concerns about the way that the council has described your proposed work you should contact the case officer: Mr D Easton who will be dealing with your application, to discuss the matter.

The Council will publicise this application by means of a site notice on or near the application site and on our website. The notice needs to be displayed for not less than 21 days. **The notice and folder remain the property of Arun District Council and MUST NOT BE REMOVED and remain in place for the officer to collect after the 21 days have expired** If there are any problems with regards to the site notice (e.g. vandalism), please contact your case officer.

Your application cannot be determined until the end of the statutory publicity and consultation periods which is 8th June 2017.

You can follow how your application is progressing on the council's website:

[www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

The General Permitted Development Order, Part 3 of Schedule 2 (Classes C, J, M, N, O, P, PA, Q, R, S, T) specifies that development should not begin before the occurrence of one of the following:-

- the receipt by the applicant from the local planning authority of a written notice of their determination that prior approval is not required to carry out development in accordance with

the details submitted;

- the receipt by the applicant from the local planning authority of a written notice giving prior approval; or
- the expiry of 56 days following the date on which the local planning authority received the application, without the authority making any determination as to whether prior approval is given or refused.

Unless the local planning authority and developer agree otherwise in writing.

Please do not hesitate to contact the case officer if you have any queries.

Yours faithfully

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther  
Group Head of Planning

**Please note: When an application is submitted online or with an email address in the agent details, most correspondence, including the decision notice will be sent by email. It is therefore important that you inform us if you make any change to your email address during the course of this application.**