



0315-0401-150327-SSe01

27 March 2015

Arun District Council  
Development Control: Planning Department  
Arun Civic Centre  
1 Maltravers Road  
Littlehampton  
West Sussex BN17 5LF

To whom it may concern

**RE: APPLICATION FOR PRIOR APPROVAL OF A CHANGE OF USE OF A BUILDING FROM OFFICE (USE CLASS B1) USE TO A USE FALLING WITHIN USE CLASS C3 (DWELLINGHOUSE)**

**Project: 'Office to Residential Conversion'**

**Site Address: 16-18 Beach Road, Littlehampton, West Sussex, BN17 5HT**

Please find enclosed 2 no. copies of the following documentation as required for the submission of the above described application:

- 1.0 1:1250 Location OS Plan and 1:50 scale Existing and Proposed Ground Floor Plan (Drawing No: 15-01-01);
- 2.0 Existing First and Second Floor Plans (Drawing No: 15-01-02) (1:50 scale @ A1size);
- 3.0 Proposed First and Second Floor Plans (Drawing No: 15-01-03) (1:50 scale @ A1size);
- 4.0 Completed Application Form;
- 5.0 Flood Risk Assessment.

The accompanying Application Fee of £80.00 has been paid by telephone.

A telephone conversation with the Environment Agency earlier today confirmed what should be included in the Flood Risk Assessment.

If you have any queries, or require any additional information, please do not hesitate to contact me.

Yours faithfully

Steve Seary RIBA

Enc.

Cc: Mr J Raynsford (Next Investment Properties - Client / Developer)

Unit 8, Macons Yard  
177 Westbourne Street  
Hove  
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