



Graham Nicolls Ltd  
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**Our Ref: LU/220/18/PL**  
**Your Ref:**

**Please ask for:**  
**Mrs D Johnson**  
**01903 737762**

Dear Mr Nicolls

20th August 2018

**Town & Country Planning Act 1990 (as amended)**  
**Town and Country Planning (Development Management Procedure) (England) Order 2015**  
**Application for Planning Permission**

**Development** Alterations & change of use to existing bank (A2 Financial & Professional Services) to mixed use to retail (A1 Shops), office (B1 Business), 3 No. residential dwellings (C3 Dwelling house) & dormer at second floor level (submission following LU/50/17/PL & LU/6/18/PD). This application may affect the setting of a listed building.

**Location** 70 High Street Littlehampton

Thank you for your recent application which I received on 13th July 2018. 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 ground floor plan and east elevation do not accord. Please amend accordingly.

Please confirm how the fee of £902.00 was calculated.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/making-a-planning-application>  
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 **3rd September 2018** 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 sincerely

Neil Crowther  
Group Head of Planning