

Mr Deacon
9 Longshore Drive
Shoreham-by-Sea
BN43 6DJ

Please ask for: Mrs D Johnson
Email: daun.johnson@arun.gov.uk
Telephone: 01903 737762
Our Ref: LU/241/20/CLE
Your Ref: Mr Deacon
Date: 16th September 2020

Dear Mr Deacon,

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015: Article 39

Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a planning condition

Development: Lawful development certificate for existing use of building as a large House in Multiple Occupation (Sui Generis).

Location: 6 Selborne Place Selborne Road Littlehampton BN17 5NH

Thank you for your recent application which I received on 10th September 2020. 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 :-

Even though the HMO officer has stated not to worry about providing proof of the property being an HMO, the planning department does require evidence that the site has been used as an HMO. This can be sworn statements, stating when the use of the building began being used as an HMO

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <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 **30th September 2020** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website www.arun.gov.uk/planning-privacy-statements

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.