



Tower Club/Coco Lounge
8-10 Clifton Road
Littlehampton
West Sussex
BN17 5AS

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: LU/264/18/PL
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Haines

17th October 2018

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

Development Change of use from redundant function room to office.
Location 8 - 10 Clifton Road Littlehampton

Thank you for your recent application which I received on 25th September 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 :-

Location Plan Amend

Please red edge the application site and provide a scale.

Block Plan Amend

Please hatch the area of the proposed office.

The last page of the application was not submitted. Please submit this last page, completed, to this office.

Please complete Certificate B and return accordingly.

The hand drawn floor plans (submitted on A4 paper) need to be submitted as .pdfs to this office. Please label these drawings plans as existing or proposed as appropriate.

Please provide a scale for the existing and proposed floor plans (the plans that were submitted on A3 paper) and provide a scale or measurements on the plans.

Please confirm there is no operational development proposed.

Where the information requested above relates to a local validation requirement, you may request that the requirement is waived. The information requested should be reasonable having regard to the nature and scale of the proposed development and about a matter which it is reasonable to think would be a material consideration in determining the application. If you do not feel this is the case, you can serve a notice on the Council, specifying which particulars or evidence you do not consider meet this test of reasonableness. You must state which items you disagree with and set out the reasons why you hold the view, please quote the application reference in your letter or email. The Council will then consider your case and respond. It should be noted that there is no right to challenge the national requirements as these requirements are contained in planning legislation.

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 **31st October 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