



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**

6th November 2018

Dear Mr Haines

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

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

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are 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.

pincag2

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by **20th November 2018**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

Yours sincerely

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

Neil Crowther