



From: [REDACTED]
Sent: 13 November 2018 13:31
To: Daun Johnson
Subject: 8-10 Clifton Road, Littlehampton

Dear Mrs Johnson,

I refer to your letter dated 6th November 2018 (ref: LU/264/18/PL) with regard to a planning application for a proposed change of use from a function room to offices, addressed to Mr Haines.

Mr Haines has asked me to prepare the necessary plans for submission and to reply to your letter direct. Therefore I have attached the following information:-

1. Planning application form – Mr Gary Haines has asked me to complete the form again as he owns the business but his father owns the freehold of the building. The applicant is now the owner of the property, his father Ronald Haines, therefore I have completed Certificate A.
2. Existing ground floor plan – The Coco Lounge, showing the entrance to the first floor offices from Clifton Road. Also includes a 1:500 site plan which is hatched as requested.
3. Existing First Floor Plan – Also includes the loft space above.
4. Proposed first floor plan – includes the 1:1250 location plan.
5. A letter from Mr Haines explaining the justification to change the use of the first floor to offices.

Finally, please can you confirm what 'operational development' exactly means. The proposed works will involve timber studwork walls to divide the large area into separate offices as shown.

I should be very grateful if you could confirm that you have received this email and let me know if you require any further information.

Kind regards

Carl Moore
Atterbury Moore Associates