

Mr Derrick Smith
7 Newhall Close
Bognor Regis
PO21 5RG

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: LU/265/20/CLP
Your Ref:
Date: 13th October 2020

Dear Mr Smith,

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

Lawful Development Certificate for a Proposed Use or Development

Development: Lawful Development for Proposed conversion to 1 No. ground level studio flat.
Location: Lower Floor Flat 17 St Catherines Road Littlehampton BN17 5HR

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 matters are resolved:-

Location Plan

The submitted Location Plan is not to scale. Please re submit as a PDF file ensuring it is to the correct scale.

Floor Plans

The floor plans appear to show the proposed studio flat on a different floor level (ground floor). Please submit clearly labelled existing and proposed lower ground floor and ground floor plans.

The submitted Floor plans are not to scale. Please re submit ensuring they are to scale, alternatively, the scale bar can be removed and all window and door dimensions can be written (in metric).

The Proposed Floor Plan does not include the bedroom area in the layout. Please amend accordingly.

Block Plan

The submitted Block Plan is not to scale. Please re submit as a PDF ensuring it is to the correct scale

Elevations

The Elevations do not appear to show the windows on the side elevation. Please amend and re submit.

The submitted Elevations are not to scale. Please re submit ensuring they are the correct scale. Alternatively, the scale bar can be removed and all window and door dimensions can be written on the plan (in metric).

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 **27th October 2020**. 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.

If this letter has crossed with you providing the information, please ignore it.

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.