



[www.arun.gov.uk](http://www.arun.gov.uk)

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

Bright Building Solutions  
5 Connaught Road  
London  
E4 7DL

Please ask for: Jonny Cooper  
Email: [jonny.cooper@arun.gov.uk](mailto:jonny.cooper@arun.gov.uk)  
Telephone: 01903 737532  
Our Ref: LU/281/24/CLP  
Your Ref:  
Date: 12th November 2024

Dear Sir/Madam,

**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 certificate for the proposed use of an existing dwellinghouse as a children's home (C3B).  
**Location:** 91 Wick Farm Road Littlehampton BN17 7HJ

Thank you for your recent application which I received on 9th November 2024. It is being validated by Jonny Cooper who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid application until the following item(s) have been received or resolved :-

The fee deposited with your application is incorrect. I suggest it should be £289.00. This would attract an additional fee of £160.00. I would be grateful if you would either make payment on line at <https://www1.arun.gov.uk/make-a-payment/start> or forward a cheque made payable to Arun District Council for this amount to me as soon as possible. Please note we cannot accept cash.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <https://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.

If providing additional documents or information, please email it to: [planning.responses@arun.gov.uk](mailto:planning.responses@arun.gov.uk) with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **26th November 2024** or your application will be closed as incomplete and where a fee has been paid, I will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. If you have difficulty meeting this deadline please contact the above officer to agree an extension to this time scale. Once the application has been closed, you will need to submit a fresh application if you still want to proceed.

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  
<https://www.arun.gov.uk/privacy-policy/>

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.

To register to receive notification of planning applications in your area, please go to  
<https://www1.arun.gov.uk/planning-application-finder>