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**Our Ref: LU/30/14/  
Your Ref:**

**Please ask for:  
Mrs J Grieves  
01903 737711 x 37448**

Dear Sir/Madam

20th February 2014

**Town & Country Planning Act 1990 (as amended)  
Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended)  
Application for Planning Permission**

**Development** Change of use of part of first floor from flat to restaurant. Single storey extension and roof re-modeling to rear - resubmission of LU/350/13

**Location** Waterfront 46 Pier Road Littlehampton West Sussex

Thank you for your recent application which I received on 5th February 2014. It is being validated by Mrs J Grieves 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 :-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is ?385 and would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

Block Plan

Please submit 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500 or 1:200 showing the proposal clearly highlighted.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>. 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 **6th March 2014** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the development. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours faithfully

Karl Roberts  
Assistant Director Planning & Economic Regeneration