



Mr G Nicolls  
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**Our Ref:** LU/310/18/PL

**Please ask for:**

**Mrs A Gardner  
01903 737529**

Dear Mr Nicolls

08 November 2018

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

**Development** Addition of first floor to form self-contained flat, change of use of existing leisure use (D2 Assembly & Leisure) to office use (A2 Financial & Professional Services) & external alterations.

**Location** 1 Arcade Road Littlehampton,,

**Receipt:**

For and on behalf of Thomas Newell Limited Receipt No. P109239 Amount £ 462

Thank you for your application received on 31st October 2018. I am writing to acknowledge that it was accepted as a valid application on 31st October 2018. On receipt of this letter, if you have any concerns about the way that the Council has described your application, you should contact the case officer: Mrs A Gardner, who is dealing with your application. They can be contacted by email at [Anita.Gardner@arun.gov.uk](mailto:Anita.Gardner@arun.gov.uk).

The Council will publicise this application by means of a site notice on or near the application site and on our website. **The notice needs to be displayed until the date indicated on it for comments to be made by and for not less than 21 days.** After this period it can be removed. If there are any problems with regards to the site notice (e.g. vandalism), please contact the case officer.

Your application cannot be determined until the end of the statutory publicity and consultation periods which is 13th December 2018.

You can follow how your application is progressing on the Council's website:

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

The Council aims to make as many decisions as possible before the end of the statutory determination period, which in this case will be 26th December 2018. However, this is not always possible for a number of reasons, including on-going negotiations or the scheduling of Planning Committees.

If you have not received a decision by 26th December 2018 or agreed in writing to extend the time in which the Council can make the decision, you have 6 months in which to appeal to the Secretary of State. Your appeal (under Section 78 of the Town & Country Planning Act 1990) would be that the Council has failed to make a decision and you would be asking the Planning Inspectorate to make the decision instead. You can do this on a form which you can get from the Planning Inspectorate website [/www.gov.uk/topic/planning-development/planning-permission-appeals](http://www.gov.uk/topic/planning-development/planning-permission-appeals) or by writing to The

If you allow the Council extra time to make a decision on your application, and you disagree with the decision, you will still be able to appeal within 6 months from the date the decision was issued.

This acknowledgement only relates to this application and not to any other applications you may have made, or may need to make to the Council, for example Building Regulations approval. You will need to carry out your own checks to determine whether any other consents or permissions are required.

For advice on whether Building Regulations are required please visit the government's website [www.planningportal.co.uk](http://www.planningportal.co.uk) or seek your own professional advice. If, in general, you wish to know more about Building Regulation approval and the Building Control Services offered by Arun District Council please see [www.arun.gov.uk/buildingcontrol/](http://www.arun.gov.uk/buildingcontrol/)

For details of how the Council will deal with your data please refer to our privacy notice called privacy statement planning application on the website [www.arun.gov.uk/planning-privacy-statements](http://www.arun.gov.uk/planning-privacy-statements)

Please do not hesitate to contact the case officer if you have any queries.

Yours sincerely

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

Neil Crowther  
Group Head of Planning

**Please note: When an application is submitted online or with an email address in the agent details, most correspondence, including the decision notice will be sent by email. It is therefore important that you inform us if you make any change to your email address during the course of this application.**