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building design+technology

Planning Department
Arun District Council
Civic Centre
Maltravers Road
Littlehampton



28. 10. 2013

Dear Sir/Madam, *Street* Re: 3 and 5 Church Road, Littlehampton. SUSSEX
Proposed Permitted Development Offices to Residential

Following an earlier application to you under your reference number LU/246/13/PD we received a notice of refusal dated 30.09.2013 stating that the flood risk assessment was not adequate for your purposes. We have now obtained from the Environment Agency their Product 4 information response which now forms the basis of this re-application which my clients have instructed me to submit

On the basis of earlier telephone conversations I am writing as agreed to advise you that we intend to effect a change of use of the existing Office space at this address to Residential use. The property already contains a two storey maisonette within number 5 and the whole of the Ground Floor area of numbers 3 and 5 were until recently occupied by a charity providing transport for disabled people. The upper parts of number 3 were occupied as offices until recently by a charity providing services for vulnerable children. It seems that the overall use of the property, apart from the existing residential use was predominantly class B1 and this use was active until very recently. On that basis we believe that change of use is within the new legislation and in accordance with the guidelines we enclose information to enable you to assess the proposal under these four headings:

1. Flood Risk Assessment with Environment Agency information.
2. Highways Statement.
3. Transport Statement.
4. Contamination Statement

I understand that the process will take no longer than 21 days and that there is currently no fee due to your authority, if any additional information is required please let me know.

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Enclosed Four Statements listed above.