



Mr C R Fish
Cenarth
17 Nimbus Close
Beaumont Park
Littlehampton
BN17 6RX

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
website: www.arun.gov.uk/planning

Our Ref: LU/337/13/

Your Ref:

**Please ask for:
Miss K Garner
01903 737711 x 37467**

18th December 2013

Dear Mr Fish

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

Development Extensions and alterations to existing store to form one bedroom flat (modification to Flat 2 of scheme approved under LU/181/08.)
Location 2 Queen Street Littlehampton

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 items are received or resolved:-

Affordable Housing Legal Agreement and Fee

As your proposal is for the creation of between 1-6 housing units you are required to provide a signed unilateral undertaking legal agreement as part of your planning application submission together with the appropriate legal fee. This is a Local Validation Requirement and the purpose of this agreement is to secure the required affordable housing financial contribution.

Full details of the affordable housing policy and in particular the requirements relating to schemes of 1-6 housing units can be found in the Local Validation Requirements and also on the Council's website at the following link:

<http://www.arun.gov.uk/main.cfm?type=AFFORDABLEHOUSINGP>

Local Validation Checklist

Please provide the Local Validation Requirements Checklist in order to comply with the local validation requirements. No further validation will take place until this is received.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>

If you are unable to download the required documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by **1st January 2014**. If this information is not received by this date, the application will be returned to you 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

A handwritten signature in black ink, appearing to read 'Karl Roberts', with a long, sweeping horizontal flourish underneath the main text.

Karl Roberts