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Our Ref: LU/376/19/PD

Your Ref:

**Please ask for:
Nicola Moore
Ext 37944**

Dear Mr Carter

23rd December 2019

**Town & Country Planning Act 1990 (as amended)
Town & Country Planning (General Permitted Development) Order 2015 Schedule 2
Application for Prior Notification for Permitted Development**

Development Change of Use of part of building from a use falling within Class B1 (a)(offices), to a use falling within Class C3 (dwellinghouses)
Location Gratwicke House 10 East Street Littlehampton

Thank you for your recent application which I received on 19th December 2019. It is being validated by Nicola Moore 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 :-

Flood Risk Assessment

This application requires a site specific Flood Risk Assessment (Under Part W (2) (e). The Planning Statement submitted does not include sufficient detail. The Environment Agency website provides information on what should be included and provides templates for some of the lower risk applications.

Where the information requested above relates to a local validation requirement, you may request that the requirement is waived. The information requested should be reasonable having regard to the nature and scale of the proposed development and about a matter which it is reasonable to think would be a material consideration in determining the application. If you do not feel this is the case, you can serve a notice on the Council, specifying which particulars or evidence you do not consider meet this test of reasonableness. You must state which items you disagree with and set out the reasons why you hold the view, please quote the application reference in your letter or email. The Council will then consider your case and respond. It should be noted that there is no right to challenge the national requirements as these requirements are contained in planning legislation.

Please provide the above by **6th January 2020** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther
Group Head of Planning