



MH Architects Limited
Ground Floor
Bicentennial Building
Southern Gate
Chichester
PO19 8EZ

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning 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/45/20/PL

Your Ref:

**Please ask for:
Mrs D Johnson
01903 737762**

4th March 2020

Dear Mr Purdy

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

Development Change of use of existing ground floor retail unit (B1Business) to 3 No. flats (C3 Dwelling houses).
Location Ground Floor unit Saltmarsh House Old Market Lane 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:-

The existing and proposed ground floor plan and East elevations do not accord. Please amend accordingly.

You are required to complete a CIL form which can be found at <https://www.arun.gov.uk/making-a-planning-application>.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

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 **18th March 2020**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

Yours sincerely

Neil Crowther
Group Head of Planning

pincag2