



Eve Hearsey Development and Planning
Consultant
45 Valley Road
North Sompting
West Sussex
BN18 0JP

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
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Planning & Building Control General Enquiries
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**Our Ref: LU/54/13/
Your Ref:**

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

14th March 2013

Dear Ms Hearsey

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

Development Conversion of dwelling to form 2 No 2 bed self- contained maisonettes
Location 59 Bayford Road Littlehampton

Thank you for your recent application which I received on 7th March 2013. It is being dealt with by Mrs D Johnson who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

I have sent the file down to Mr Jones in our Legal Department to draw up the Affordable Housing Agreement. I only await the completed agreement.

Please provide the above by **28th March 2013**. 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.

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

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

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', with a long, sweeping horizontal line underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration