



Brownfield Catering Ltd
8 South Terrace
Littlehampton
West Sussex
BN17 5NZ

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries
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website: www.arun.gov.uk/planning
Our Ref: LU/99/11/
Your Ref:

Dear Mr Barker

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445

9th May 2011

The Town and Country Planning Act 1990 (as amended)

**Change of use from (A1) kiosk to (A3) cafe to include replacing timber boarded front elevation with glazing & fit security shutters to door & window openings. Re-site fryer flue & fix flag & install 2 no. toilets & storage unit at rear
West Beach Cafe Rope Walk 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 matters are resolved:-

I require 1 electronic or 3 paper copies of a revised location plan at a scale of 1:1250 (the plan provided is not to scale), in accordance with the guidance notes available on our website detailed below (click on National List).

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/cgi-bin/buildpage.pl?mysql=3390>

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 23rd May 2011. If this information is not received by this date the application will be returned as incomplete and you will have to submit a fresh application.

Yours sincerely

Karl Roberts
Assistant Director Planning Services &
Housing Strategy