



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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Our Ref: LU/99/11/

Your Ref:

Dear Mr Barker

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445
5th April 2011

The Town and Country Planning Act 1990 (as amended)
Town and Country Planning Development Management Procedure Order 2010 (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 your recent application which I received on 31st March 2011. It is being dealt with by Mrs S Honney-Bayes 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 :-

The fee deposited with your application is incorrect. I suggest it should be £335. This would attract an additional fee of £165. I would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted)

I require 1 electronic or 3 paper copies of a revised location plan showing the application site edged red and at least 1 named road, in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide 1 electronic or 3 paper copies of existing and proposed floor plans at a scale of 1:50 or 1:100 (the plan provided is not to scale) showing all the works proposed, in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide 1 electronic or 3 paper copies of existing and proposed elevations at a scale of 1:50 or 1:100 (the plans provided are not to scale) showing all the works proposed (to include the proposed flag), in accordance with the guidance notes available on our website detailed below (click on National List).

This application requires a Flood Risk Assessment. Please refer to the guidance notes available on our website detailed below (click on Local List)

Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Full Application Forms - Full application - and click on Checklist)

pmac42