



AM Design Architects
1 The Grove
Felpham
West Sussex
PO22 7EY

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control 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: **M/44/12/**
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Ms L Aldis-Hobbs

7th June 2012

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

Development Change of use from storage for D2 use to a holiday let (C1)
Location Middleton Sports Club 3 Sea Lane Middleton-on-Sea

Thank you for your recent application which I received on 30th May 2012. 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 :-

No fee accompanied your application as is required by the Regulations. I suggest that the ~~required~~ fee is £ and 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 at these offices) ~~x~~

I require 1 electronic or 3 paper copies of a block/site plan in accordance with the guidance notes available on our website detailed below (click on National List). Also, please show where the rubbish bins/recycling bins will be located. *- Not shown on amended plan.* ~~x~~

Please provide existing and proposed elevations for the North and West elevations. ✓

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

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.

Please provide the above by **21st June 2012**. 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.

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