



Mr Burrows
56 The Drive
Bognor Regis
West Sussex
PO22 4DT

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: P/8/14/CLE
Your Ref:

Please ask for:
Miss K Garner
01903 737711 x 37467

Dear Mr A Burrows

6th February 2014

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2010 (as amended) - Article 35
Application for Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a planning condition.

Development Application for a Lawful Development Certificate for an existing use as a ground floor office.

Location 20 The Parade Pagham

Thank you for your recent application which I received on 22nd January 2014. It is being validated by Miss K Garner who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

Please provide applicant details on the Application form and state their interest in the land.

Please complete an up to date Application 1App form, which is available on our website.

Please indicate on the Location plan all of the property and outside space/land to which this application relates.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>. If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **20th February 2014** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the development. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Karl Roberts
Assistant Director Planning & Economic Regeneration