



Mr Dennis Hamley
Caravel
16 Bilsham Court
Bilsham Road
Yapton
BN18 0NZ

Arun District Council
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Maltravers Road
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Planning & Building Control General
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
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Our Ref: Y/77/08/CLE
Your Ref:

Please ask for:
Mrs M A Hatley
01903 737500 Ext 37443

Dear Mr Hamley

3rd February 2009

(as amended)
Town and Country Planning General Development Procedure Order 1995

**Application for a Lawful Development Certificate for an existing use - of one small room in
flat for office/storage, business use.
16 Bilsham Court Bilsham Road Yapton**

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:-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £335 and would be grateful if you would forward this amount to me as soon as possible. ✓

I require 3 copies of a location plan in accordance with the enclosed notes.

Please provide 3 copies of floor plans at a scale of 1:50 in accordance with the enclosed notes for guidance - the floor plans should be to scale or give all metric dimensions, 3 copies should show the exact layout of the flat before the change of use additionally 3 copies should be provided to show the layout of the flat after the change of use.

Please confirm in writing your acceptance of the amended description.

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.

I look forward to receiving the above by 17th February 2009.

Yours sincerely

pmac42_2