



Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex, BN17 5LF

Tel: 01903 737500
Fax: 01903 716019
DX: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk



Our ref: ZE/Y/77/08/CLE

Please ask for:

Zachary Ellwood
Head of Development Control
Direct Dial: 01903 737799

Dennis Hamley
16 Bilsham Court
Bilsham Road
Yapton
Arundel
West Sussex BN18 0NZ

Dear Mr Hamley

10 December 2008

**APPLICATION FOR CERTIFICATE OF LAWFULNESS FOR AN EXISTING USE – 16
BILSHAM COURT, BILSHAM ROAD, YAPTON (REF. Y/77/08/CLE)**

Thank you for your letter of 3 December 2008 concerning the above which was addressed to my colleague, Mrs Hatley. Whilst your comments are noted, I am afraid the Council is unable to register the current application as valid until you provide the following information:

- Three (3) copies of a location plan with the application site outlined in red (please note that the location plan you have already provided is not satisfactory for these purposes because it has clearly been reproduced from the plan accompanying the Planning Contravention Notice sent to you previously, and its use by you in connection with an application would be in breach of Ordnance Survey copyright);
- Three (3) copies of floor plans at a metric scale of 1:50, in accordance with the notes for guidance already in your possession. The description in your letter is not sufficient for the purposes of validating this application; and
- The requisite fee of £335. Whilst I note your request for this fee to be waived, I am not in a position to agree to this and can see no reason whatsoever why your application should be treated any differently from any other application for a Certificate of Lawfulness in respect of the requirement for a fee to be paid. I understand that if your request is not forthcoming you intend to make a formal complaint to the Chief Executive, so for your convenience I am copying your letter and this response to him myself to ask if he would wish to demur from the advice I have given you. We will get back you with his thoughts under separate cover.

Should you wish to discuss this matter further please do not hesitate to contact me.

Yours sincerely

Zachary Ellwood
Interim Head of Development Control

c.c. Ian Sumnall, Chief Executive
Brendan Flynn, Development Compliance
Ian Sumnall Chief Executive, Strategy Director • Colin Rogers Services Director • Nigel Cread Resources Director

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