



ARUN
DISTRICT COUNCIL

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

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries
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Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning
Our Ref: Y/77/08/CLE
Your Ref:

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

26th November 2008

Dear Mr Hamley

(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 your recent application which I received on 24th November 2008. It is being dealt with by Mrs M A Hatley 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 £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.

Please confirm in writing your acceptance of the amended description.

I look forward to receiving the above by 10th December 2008.

For further guidance on what is required to make your application valid please refer to our website:

Yours sincerely

Zachary Ellwood
Interim Head of Development Control

pmac42