



ADUR & WORTHING COUNCILS

Mr Luke Carter
Lewis and Co Planning SE Ltd
Lewis & Co Planning
2 Port Hall Road
Brighton
BN1 5PD
GB

Our reference: AWDM/0912/26/INVAL
Please ask for: Dawn Anthony-Unsted
Email: Dawn.Anthony-Unsted@adur-worthing.gov.uk
Date: 5th August 2026

Dear Sir

Change of use of part of the ground floor of Ocean View Business Park, Gardner Road, Fishersgate, West Sussex, from the currently authorised mixed-use arrangement to a self-contained gymnasium (Use Class E). (Retrospective application)

Ocean View Business Park Gardner Road Southwick West Sussex

With reference to your submission in respect of the above before it can be registered and processed, I should be pleased if you would attend to the following point(s):-

All drawings have scale bars of 1:200 but are annotated as 1:100, please amend.

Please confirm which units are affected by the Change of Use.

If you wish the application to be considered the information listed above will need to be submitted within the next 28 days

Should I not hear from you within this time, I will presume you do not wish to proceed with the proposal and treat the application as withdrawn.

Please ensure that any amended plans have a revised number/revision added to the title so that the latest can easily be identified. I would be grateful for your early response to avoid any further delay with validation; please clearly mark for my attention quoting the above reference and either submit by post or by email **to Dawn.Anthony-Unsted@adur-worthing.gov.uk and not through the Planning Portal.**

Once this information is received your application will be registered as quickly as possible.

Yours faithfully,

Dawn Anthony-Unsted
Technician