



Mr A L Bailey
116 Westbourne Street
Hove
East Sussex
BN13 5FA

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: AB/135/12/
Your Ref:**

**Please ask for:
Miss K Garner
01903 737500 x 37467**

Dear Mr Bailey

10th December 2012

**Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2010 (as amended)**

Application for Planning Permission for Works or Extension to a Dwelling

Development Proposed loft conversion at rear of building, two conservation rooflights to rear elevation.

Location 1 The Old Poor House Mount Pleasant Arundel

Thank you for your recent application which I received on 26th November 2012. It is being dealt with by Miss K Garner 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 :-

The fee deposited with your application is incorrect. I suggest it should be £172. This would attract an additional fee of £22. I would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted)

Please submit 1 electronic or 3 paper copies of an amended location plan to include 2 named roads in accordance with the guidance notes available on our website detailed below (click on National List).

Please submit 1 electronic or 3 paper copies of an amended block/site plan to include the proposals clearly highlighted in accordance with the guidance notes available on our website detailed below (click on National List). - A roof plan including windows OK.

Please provide the above by **24th December 2012**. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

For further guidance or to obtain the documents as required above please refer to our website: <http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

If this letter has crossed with you providing the information, please ignore it.

pincag1

Yours sincerely

A handwritten signature in black ink, appearing to read 'KARL', with a long, sweeping horizontal flourish underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration