



Mr M Rackham
94 The Street
Rustington
West Sussex
BN16 3NJ

Dear Mr Rackham

**The Town and Country Planning Act 1990 (as amended)
Town and Country Planning Development Management Procedure Order 2010 (as amended)**

**Replacement of window to stairwell to match existing flats, replace softwood fascias to
dormer windows in white PVCu
The Old Mill River Road Arundel**

Thank you for your recent application which I received on 23rd February 2012. It is being dealt with by Mrs D Johnson 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 for this application is £295.00. A fee of £150 was submitted. Please forward the balance of £145.00,

The fee deposited with your application is incorrect. I suggest it should be £295. This would attract an additional fee of £145. 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)

I require 1 electronic or 3 paper copies of a block/site plan in accordance with the guidance notes available on our website detailed below (click on National List). Please highlight/hatch the proposed works.

Please provide details of all windows.

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.

Please provide the above by 14th March 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.

Yours sincerely

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/29/12/
Your Ref:**

**Please ask for:
Mrs D Johnson
(01903) 737500 Ext 37762
29th February 2012**