

Mr K E Hilton  
2 Albert Chambers  
Sudley Road  
Bognor Regis  
West Sussex  
PO21 1EQ

**Our Ref:** AW/128/12/

**Please ask for:**

**Mrs J Chapman**  
**01903 737657**

Dear Mr Hilton

27 June 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** 2 no. new windows to west elevation

**Location** 12 Chawkmare Coppice Bognor Regis,,

**Receipt:**

|                         |                    |                 |
|-------------------------|--------------------|-----------------|
| Mr J A & Mrs J A Baitup | Receipt No. P90061 | Amount £ 170.00 |
| Mr J A & Mrs J A Baitup | Receipt No. P90319 | Amount £ -20.00 |

Thank you for your application received on 22nd May 2012. I am writing to acknowledge that it was accepted as a valid application on 25th June 2012. On receipt of this letter if you have any concerns about the way that the Council has described your application you should contact the Case Officer: Mrs J Chapman, who will be dealing with your application, to discuss the matter.

The Council will publicise this application by means of a site notice on or near the application site and on our website. The notice needs to be displayed for not less than 21 days. During this time I hope you will do all that you can to ensure that it is not removed or defaced and that it is removed at the end of the specified period. If there are any problems with regards to the site notice (e.g. vandalism), please contact your Case Officer.

Your application cannot be determined until the end of the statutory publicity and consultation periods which is 26th July 2012.

You can follow how your application is progressing on the Council's website:

[www.arun.gov.uk/planning](http://www.arun.gov.uk/planning).

The Council aims to make as many decisions as possible before the end of the statutory determination period, which in this case will be 20th August 2012. However, this is not always possible for a number of reasons, including on-going negotiations or the scheduling of Planning Committees.

If you have not received a decision by 20th August 2012 or agreed in writing to extend the time in which the Council make a decision, you have 12 weeks in which to appeal to the Secretary of State. Your appeal (under Section 78 of the Town & Country Planning Act 1990) would be that the Council has failed to make a decision and you would be asking a Government Planning Inspector to make the decision instead. You can do this on a form which you can get from the Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN. Or from the planning portal website [www.planningportal.gov.uk/planning/appeals/](http://www.planningportal.gov.uk/planning/appeals/).



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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](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

**Our Ref: AW/128/12/  
Your Ref:**

**Please ask for:  
Mrs S Honney-Bayes  
extn. 37445**

Dear Mr Hilton

24th May 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** 2 no. new windows to west elevation  
**Location** 12 Chawkmare Coppice Bognor Regis

Thank you for your recent application which I received on 22nd May 2012. It is being dealt with by Mrs S Honney-Bayes 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 :-

I require 1 electronic or 3 paper copies of a revised block/site plan. The plan provided needs to show a north point and appears to show a new extension which is not included in the description. Please clarify and amend accordingly.

I require 1 electronic or 3 paper copies of a revised location plan. The plan provided does not accord with the site plan (extension shown on site plan which are not detailed on location plan) and needs to show a north point. Please amend.

Please provide 1 electronic or 3 paper copies of an existing floor plan. ✓

Please provide 1 electronic or 3 paper copies of all relevant existing and proposed elevations. ✓

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 **7th June 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.

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