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128 Edward Street
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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
website: www.arun.gov.uk/planning

Your Ref:

Our Ref: AW/136/11/

Please ask for: Mr N Crowther
01903 737500 Ext 37839

13th June 2011

Dear Mr Zinzan

The Town and Country Planning Act 1990 (as amended)

Change of use from 1 No house into 2 No 1 bedroom flats and 1 No studio flat (Re-submission following AW/237/10/)

Sandringham Wessex Avenue Bognor Regis PO21 2QW

Thank you for your recent application, which was accepted as valid on 2nd June 2011. It is being dealt with by Mr N Crowther who will be able to help you by telephone should you have any questions. However, I would point out that it will not be possible for you to meet with the case officer unless a prior appointment has been arranged.

This Council is now legally obliged to publicise all planning applications received. I would be grateful if you would display the enclosed notice on or near the site for 21 days from the date you receive this letter in a position where it can easily be seen by the general public. A decision cannot be made until 14th July 2011 which is the end of the advertising period.

If you have not received a decision by 28th July 2011 and have not agreed in writing to extend this time limit, or been advised that your application is invalid, you are entitled to appeal to the Secretary of State in accordance with the Town and Country Planning Act within 6 months from the date by which the decision should have been made (unless the application has been referred to the Secretary of State by this Council for decision). Appeals must be made on a form which is obtainable from the Planning Inspectorate, Temple Quay House, 2 The Square, Bristol, BS1 6PN.

Please be aware that some of our correspondence including the Decision Notification will be sent by email if you have provided an email address on your forms. It is therefore important to inform us if your email address changes throughout the course of the application.

PMAC11



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Dear Mr Zinzan

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

**Change of use from house into 3 flats with loft conversion (Re-submission following AW/237/10/)
Sandringham Wessex Avenue Bognor Regis**

Thank you for your recent application which I received on 2nd June 2011. 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 :-

I require 1 electronic or 3 paper copies of a location plan in accordance with the guidance notes available on our website detailed below (click on National List). Please highlight any other land owned in blue.

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 24th June 2011. 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

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

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**Our Ref: AW/136/11/
Your Ref:**

Please ask for:
Mrs D Johnson
(01903) 737500 Ext 37454
10th June 2011