



Sussex Building Plans
101 Felpham Way
Bognor Regis
West Sussex
PO22 8QB

Arun District Council
Arun Civic Centre
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Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
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website: www.arun.gov.uk/planning

**Our Ref: AW/235/12/
Your Ref:**

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

Dear Mr Hackett

26th September 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 Single storey rear extension & garage conversion
Location 4 Pine Walk Bognor Regis

Thank you for your recent application which I received on 20th September 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 :-

Please submit 1 electronic or 3 paper copies of a revised block/site plan showing all the proposed works, 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 revised existing and proposed floor plans. The plans provided are not to scale (they have been sent through as A3 drawings, but state they are A2). Please amend.

Please submit 1 electronic or 3 paper copies of revised existing and proposed elevations. The plans provided are not to scale (they have been sent through as A3 drawings, but state they are A2). Please amend.

Please provide the above by **10th October 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.

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