



Mr T Foster-Grundy
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Arun District Council
Arun Civic Centre
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**Our Ref: AW/331/13/
Your Ref:**

**Please ask for:
Mrs J Grieves
01903 737711 x 37448**

Dear Mr Foster-Grundy

12th December 2013

**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 Extensions, structural alterations, balcony & carport

Location 3 Shorecroft Bognor Regis West Sussex

Thank you for your recent application which I received on 3rd December 2013. It is being validated by Mrs J Grieves who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

The plans do not scale correctly. Please forward revised attachments making sure the attachment is A3 size

The proposed north elevation is missing the cloakroom window. Please revise

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>. If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **26th December 2013** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the development. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Karl Roberts
Assistant Director Planning & Economic Regeneration