



Party Walls Limited
7a Archway Mews
Putney Bridge Road
Putney
London
SW15 2PE

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning 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: AW/344/14/HH
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Acres

17th December 2014

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 Increase existing single storey side extension, clad external elevations with insulation & render, remove existing clay tiled roof & recover with Welsh slates, 3 velux windows within the north facing front roof elevation, reconstruction of first floor balcony, new external steps at rear of side extension gable roof extension to existing first floor living room & construct external garden swimming pool. This application affects the character and appearance of the Craigweil House Conservation Area.

Location 68 The Drive Bognor Regis

Thank you for your recent application which I received on 8th December 2014. It is being validated by Mrs D Johnson 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 :-

Location Plan

Please submit 1 electronic or 3 paper copies of a location plan at a scale of 1:1250 or 1:2500 for rural areas. Further details of what must be included on the plan can be found in the National Validation Requirements. Please red edge the site and provide two named roads.

Block Plan

Please submit 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500 or 1:200. Further details of what must be included on the plan can be found in the National Validation Requirements. Please provide one named road, a North point, measurements from the proposals to the site boundaries and the surrounding properties.

The Location and Block plan do not scale correctly. Please amend accordingly.

Please show all windows and doors on the existing ground floor and first floor plans.

The proposed West elevation and ground floor plan do not accord. Please amend accordingly.

The proposed South elevation and ground floor plan do not accord. Please amend accordingly.

The proposed East elevation and first floor plan do not accord. Please amend accordingly.

Please confirm if you wish to include the solar panels in the description of the proposal.

Please confirm if you wish to include the replacement of the windows and doors in the description of the proposal. If they are to be included in the description, please provide the number of windows and doors being replaced.

Please provide the details and section for the surround around the swimming pool.

Please show the proposed velux windows on the proposed first floor plan.

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 **31st December 2014** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Karl Roberts', with a stylized flourish underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration