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Arun Civic Centre
Maltravers Road
Littlehampton
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Planning & Building Control General Enquiries
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Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: AW/46/13/

Your Ref:

Please ask for:

Mrs J Grieves

01903 737711 x 37448

Dear Sir/Madam

5th March 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 Rear extensions

Location 121 Manor Way Aldwick Bognor Regis

Thank you for your recent application which I received on 27th February 2013. It is being dealt with by Mrs J Grieves 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 :-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £172 and would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

Please submit 1 electronic or 3 paper copies of a Design and Access Statement in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide the above by **19th March 2013**. 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.

Yours faithfully

A handwritten signature in black ink, appearing to read 'KARL', with a long, sweeping horizontal line underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration