



Miss R J Banham
16 Elbridge Avenue
Bognor Regis
West Sussex
PO21 5AD

Arun District Council
Arun Civic Centre
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Our Ref: BE/68/18/PL
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Miss Banham

13th July 2018

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015
Application for Planning Permission

Development Change of use of conservatory to dog grooming business.

Location 16 Elbridge Avenue Bognor Regis

Thank you for your recent application which I received on 18th June 2018. 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 Amend

Please provide 3 No. paper copies or 1 electronic copy of the location plan edged in red.

Block Plan Amend

Please provide 3 paper copies or 1 electronic copy of the block plan showing, by hatching/highlighting, the position of the conservatory.

Please sign and date the correct Certificate and return accordingly.

Please confirm if there is any proposed operational development.

Please confirm if there will be dog shampooing in the conservatory and if yes, please confirm how the water will be disposed of.

Please provide a floor plan of the conservatory.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/making-a-planning-application>
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 **27th July 2018** or your application will be closed 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 be 'NC', followed by a period.

Neil Crowther
Group Head of Planning