



Mrs J Rankine
1 Romney broad walk
Bognor Regis
West Sussex
United Kingdom
Po229bd

Arun District Council
Arun Civic Centre
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Our Ref: BE/73/13/

Your Ref:

**Please ask for:
Miss C Burrows
extn 37459**

Dear Mrs J Rankine

2nd September 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 Extend front left side of building to be in line with main back left side of building. Relocate front door from left side of building to front central of building. Current garage on the left of the building will be extended left as above which will become a bedroom and the right side of the garage and part of the front bedroom right of the garage will become the main front entrance. Rear windows to lounge to be changed to single set of French doors and two single windows each side of them. Leading to patio area. Conservatory, to rear of house on rear left if facing in using existing French doors in current location on rear of building.

Location 1 Romney Broad Walk Bognor Regis

Thank you for your recent application which I received on 20th August 2013. It is being validated by Miss C Burrows 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 revised location plan with the site red edged 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.

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.

Floor Plans

Please submit 1 electronic or 3 paper copies of clearly labelled existing and proposed floor

plans at a scale of 1:50 or 1:100. Further details can be found in the National Validation Requirements.

Elevations

Please submit 1 electronic or 3 paper copies of clearly labelled existing and proposed elevations at a scale of 1:50 or 1:100. Further details can be found in the National Validation Requirements.

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 **16th September 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

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

Karl Roberts
Assistant Director Planning & Economic Regeneration