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Planning & Building Control General Enquiries
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website: www.arun.gov.uk/planning

**Our Ref: BN/14/12/
Your Ref:**

**Please ask for:
Mrs S Honney-Bayes
extn. 37445**

Dear Mr McCurdy

16th July 2012

**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 Add a pitched roof to the existing flat roofed garage (including new gables), raise the door/eaves level & install a single full garage door to the front elevation

Location 34 Halliford Drive Barnham Bognor Regis

Thank you for your recent application which I received on 9th July 2012. It is being dealt with by Mrs S Honney-Bayes 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 :-

I require 1 electronic or 3 paper copies of a revised location plan showing 2 named roads, in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide 1 electronic or 3 paper copies of a revised proposed floor plan to show the 2 windows shown on the proposed side north east elevation.

Please submit 1 electronic or 3 paper copies of an existing roof plan.

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.

Please provide the above by **30th July 2012**. 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.

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