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Arun District Council
Arun Civic Centre
Maltravers Road
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West Sussex BN17 5LF
Planning & Building Control General Enquiries
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: BN/15/13/

Your Ref:

**Please ask for:
Miss K Garner
01903 737711 x 37467**

18th June 2013

Dear Mr Bish

**Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2010 (as amended)**

Application for Householder Planning Permission

Development Ground floor front and rear extensions and other minor refurbishment works.
Location 6 Halliford Drive Barnham Bognor Regis

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following matters are resolved:-

Please submit 1 electronic or 3 paper copies of an block plan at scale 1:500 with the proposals highlighted in accordance with the guidance notes available on our website detailed below (click on National List).

Please submit 1 electronic or 3 paper copies of an amended existing roof plan in accordance with guidance notes available on our website detailed below (click on National List).

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 **2nd July 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.

If this letter has crossed with you providing the information, please ignore it.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Karl Roberts', with a long, sweeping underline.

Karl Roberts