



Sussex Building Consultancy Limited
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Arun District Council
Arun Civic Centre
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West Sussex BN17 5LF
Planning General Enquiries
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website: www.arun.gov.uk/planning

Our Ref: BR/120/18/PL

Your Ref:

**Please ask for:
Mrs D Johnson
01903 737762**

20th June 2018

Dear Mr Moore

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

Development Conversion of existing ground floor flat into 3 No. self-contained apartments.
Location 2 Highfield Road 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 items are received or resolved:-

Pagham Harbour Management Contribution Legal Agreement

The legal agreement needs to be completed in full, please complete the missing sections and/or sign and/or date it and return to this office.

Also, please forward the original, completed Pagham S106 agreement, to this department.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required 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 **4th July 2018**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

Yours sincerely

Neil Crowther

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