

Mrs A Stevens
Churchill Design
The Studio
93 Brighton Road
Aldershot
GU12 4HN

Dear Mrs Stevens

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

**Our Ref: BR/129/11/
Your Ref:**

Please ask for:
Miss C Burrows
01903 737500 Ext 37459
11th May 2011

**The Town and Country Planning Act 1990 (as amended)
Town and Country Planning Development Management Procedure Order 2010 (as amended)**

Replacement first floor bay to front elevation and installation of additional second floor bay to match.

Langford House 7 The Steyne Bognor Regis

Thank you for your recent application which I received on 9th May 2011. It is being dealt with by Miss C Burrows 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 :-

- ☒ Please provide 1 electronic or 3 paper copies of amended existing floor plans to show all windows and doors to match existing elevations at a scale of 1:50 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 amended proposed floor plan (Side N) to show window in lobby at a scale of 1:50 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 existing and proposed roof plan in accordance with guidance notes available on our website detailed below (click on National List).
- ☒ Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Full Application Forms - Full application - and click on Checklist)

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/cgi-bin/buildpage.pl?mysql=3390>

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 25th May 2011. 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.

Yours sincerely

pmac42



Karl Roberts
Assistant Director Planning Services &
Housing Strategy

pmac42