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**Our Ref: BR/129/19/PL**

**Your Ref:**

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

Dear Mr Hopper

8th May 2019

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

**Development** Conversion of single dwelling to 6 No. flats including rear projection & 2 No. parking spaces (resubmission following BR/215/18/PL).  
**Location** 75 Highfield Road Bognor Regis

Thank you for your recent application which I received on 1st May 2019. It is being validated by Mrs D Johnson 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 :-

Pagham Harbour Management Contribution Legal Agreement and Fee

As your proposal is for the creation of residential units within Pagham Harbour Buffer Zones A & B, you are required to provide a completed and signed unilateral undertaking legal agreement as part of your planning application submission together with the appropriate legal checking fee. This is a Local Validation Requirement and the purpose of this agreement is to secure the required Pagham Harbour Management contribution.

Full details of the Pagham Harbour Management Contribution, the legal template and the fee for checking the agreement can be found in the Local Validation Requirements and also on the Council's website at the following link:  
<http://www.arun.gov.uk/planning-obligations>

For further detailed information on both the National and Local Validation Requirements please go to our website: [\*\*http://www.arun.gov.uk/making-a-planning-application\*\*](http://www.arun.gov.uk/making-a-planning-application)

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 **22nd May 2019** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. 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 be 'NC' followed by a flourish and a period.

Neil Crowther  
Group Head of Planning