



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](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

Pope Stevens Architecture  
2 Beech Avenue  
Chichester  
West Sussex  
PO19 3DR

**Your Ref:**  
**Our Ref : BR/12/12/**  
**Please ask for:**  
Mrs J Chapman  
Direct Dial: 01903 737657

17th January 2012

Dear Sir/Madam

**The Town and Country Planning Act 1990 (as amended)**

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Conservatory at rear of property  
29 Greenwood Avenue Bersted PO22 9EJ

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Receipt No P88969 Amount: £ 150.00

**VAT Number 193 5586 24**

**TOTAL PAID: £ 150.00**

Thank you for your recent planning application, which was accepted as a valid application on 16th January 2012. It is being dealt with by Mrs J Chapman who will be able to help you by telephone, should you have any questions. However, I would point out that it will not be possible for you to meet with the case officer unless a prior appointment has been arranged.

This Council is legally obliged to publicise all planning applications received. I would be grateful if you would display the enclosed notice on or near the site for 21 days from the date you receive this letter in a position where it can easily be seen by the general public. A decision cannot be made until 16th February 2012 which is the end of the advertising period.

If you have not received a decision by 12th March 2012 and have not agreed in writing to extend this time limit, or been advised that your application is invalid, you are entitled to appeal to the Secretary of State in accordance with the Town and Country Planning Act within 6 months from the date by which the decision should have been made (unless the application has been referred to the Secretary of State by this Council for decision). Appeals must be made on a form which is obtainable from the Planning Inspectorate, Customer Support Unit, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN.

**Please be aware that some of our correspondence including the Decision Notification will be sent by email if you have provided an email address on your forms. It is therefore important to inform us if your email address changes throughout the course of the application.**

This acknowledgement only relates to planning and does not relate to any other legislation which may or may not apply such as Building Regulations. You will need to carry out your own checks to determine whether any other consents or permissions are required. For advice on whether Building Regulations are required please visit the government's website [www.planningportal.gov.uk](http://www.planningportal.gov.uk) or seek your own professional advice. If you are in any doubt you will need to submit a formal Building Regulations submission.

Please do not hesitate to contact us if you have any queries.

Yours faithfully

A handwritten signature in black ink, appearing to read 'KARL', with a stylized flourish underneath.

Karl Roberts  
Assistant Director Planning Services &  
Housing Strategy