



Elizabeth Ford Landscape Architects
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Arun District Council
Arun Civic Centre
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Planning & Building Control General Enquiries
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Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: **BR/150/12/**
Your Ref:

Please ask for:
Mrs S Honney-Bayes
extn. 37445

Dear Mrs Ford

7th June 2012

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended)
Application for Planning Permission

Development Various landscape works. Demolition of wall to be re-built to 1.5m in height. Remove parking from frontage & create new car park to west side. New pavement to front of building, footpath & paved circle

Location University of Chichester Dome House Upper Bognor Road Bognor Regis

Thank you for your recent application which I received on 30th May 2012. It is being dealt with by Mrs S Honney-Bayes 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 :-

I require 1 electronic or 3 paper copies of a revised block/site plan showing the blue edging to match the location plan (where applicable) and all the proposed works clearly shown/highlighted, in accordance with the guidance notes available on our website detailed below (click on National List).

I require 1 electronic or 3 paper copies of a revised location plan showing at least 1 named road, 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 existing elevations of the wall in accordance with the guidance notes available on our website detailed below (click on National List).

Please confirm your email address as this was not clear on the application form.

This application may require a Flood Risk Assessment. Please refer to the guidance notes available on our website detailed below (click on Local List) and the 'standing advice' on the Environment Agency website.

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 **21st June 2012**. 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.

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Yours sincerely

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

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

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