



Mr K Stimpson
93 Orchard Way
Bognor Regis
West Sussex
United Kingdom
PO22 9TZ

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/154/12/**
Your Ref:

Please ask for:
Miss C Burrows
extn 37459

Dear Mr K Stimpson

18th June 2012

Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2010 (as amended)

Application for Planning Permission for Works or Extension to a Dwelling

Development Extension to rear of property
Location 93 Orchard Way Bognor Regis

Thank you for your recent application which I received on 14th June 2012. 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 west and south floor plans and elevations at a scale of 1:50, as the plans submitted do not coincide, 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 revised proposed north floor plans and elevations in accordance with the guidance notes available on our website detailed below (click on National List). You have indicated on the North elevation that there is to be a proposed Velux however, you have omitted to show this on a floor plan or include this in your description. If the velux forms part of the application then please amend the description and include a floor plan, if it not then please remove it from the North elevation.

The submitted block plans appear to be photocopies from Ordnance Survey maps. Please verify in writing that you hold a Business Use Licence, which allows you to make copies of maps under the Map Return Scheme or alternatively submit 1 electronic or 3 paper copies of amended location plans.

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 **2nd July 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 be 'KARL', with a long, horizontal, wavy line underneath it.

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

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