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

Mr B Butcher
Rainbow Cottage
Nyetimber Lane
Aldwick
West Sussex
PO21 3JX

**Our Ref: BR/157/13/**
**Your Ref:**

**Please ask for:**
**Miss C Burrows**
**extn 37459**

10th July 2013

Dear Mr Butcher

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

**Development** Proposed french doors with glass juliet balcony with glass balustrade

**Location** 6 The Gables Norfolk Square Bognor Regis

Thank you for your recent application which I received on 1st July 2013. It is being validated by Miss C Burrows 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 :-

Form

You have completed the wrong application form. Please complete and return the enclosed forms.

Block Plan

Please submit 1 electronic or 3 paper copies of a revised block/site plan with the proposed balcony clearly indicated at a scale of 1:500 or 1:200. Further details of what must be included on the plan can be found in the National Validation Requirements.

Please provide the specification or manufacturers details of the exact glass balustrade proposed.

For further detailed information on both the National and Local Validation Requirements please go to our website: http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA. 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 **24th July 2013** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the development. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely



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Karl Roberts
Assistant Director Planning & Economic Regeneration



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