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

Simon Cooper Associates Limited
Connaught House
22/24 Guildford Road
Bagshot
Surrey
GU195JN

Our Ref: BE/25/13/
Your Ref:

Please ask for:
Miss C Burrows
extn 37459

Dear Mr S Cooper

26th March 2013

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

Development Demolition of existing caretakers house & outbuildings & provision of 2 no. 2 bed houses & 2 no. 3 bed houses & associated parking/garaging & associated works

Location Land Adj to 47 South Way (Former caretakers house) Bersted Bognor Regis

Thank you for your recent application which I received on 19th March 2013. 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 submit 1 electronic or 3 paper copies of an Affordable Housing Statement in accordance with the guidance notes available on our website detailed below (click on Local List)

As your proposal is for the creation of between 1-6 housing units you are required to provide a signed unilateral undertaking legal agreement as part of your planning application submission together with the appropriate legal fee. The purpose of this agreement is to secure the required affordable housing financial contribution.

Full details of the affordable housing policy and in particular the requirements relating to schemes of 1-6 housing units can be found on the Council's website at the following link:

http://www.arun.gov.uk/main.cfm?type=AFFORDABLEHOUSINGP

Please provide the above by **25th May 2013**. 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.

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.

If this letter has crossed with you providing the information, please ignore it.

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Yours sincerely



Karl Roberts
Assistant Director Planning & Economic Regeneration