



Miss F Clarke
131 Orchard Way
Bognor Regis
West Sussex
PO22 9JY

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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website: www.arun.gov.uk/planning

Our Ref: BR/16/18/PL
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Miss Clarke

26th January 2018

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015
Application for Planning Permission

Development Erection of log cabin to rear to be used as hairdressers.
Location 131 Orchard Way Bognor Regis

Thank you for your recent application which I received on 17th January 2018. It is being validated by Mrs D Johnson 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 :-

Block Plan Amend

Please submit 1 electronic or 3 paper copies of a block/site plan 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 measurements from the proposal to the site boundaries.

Please provide the measurement of the site, either in hectares or square metres.

Due to an increase in planning fees, a further £39.00 is due to this office.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/making-a-planning-application>
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 **9th February 2018** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther
Group Head of Planning