



Mr M Hutchins
3 Langford House
7 The Steyne
Bognor Regis
West Sussex
PO21 1TX

Arun District Council
Arun Civic Centre
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Our Ref: BR/176/18/PL
Your Ref:

Please ask for:
Mrs J Grieves
01903 737500 x 37448

Dear Mr Hutchins

31st July 2018

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

Development Creation of balcony at 2nd floor level (east). Replace existing balcony balustrades at first floor level (east) - This application affects the character & appearance of The Steyne, Bognor Conservation Area

Location 2 & 3 Langford House 7 The Steyne Bognor Regis

Thank you for your recent application which I received on 6th July 2018. It is being validated by Mrs J Grieves 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 :-

The Certificate A has not been dated. Please forward dated application forms accordingly.

Please highlight on the block plan the position of the proposed works

Please confirm your acceptance of the amended description.

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 **14th August 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