



Arun District Council
Arun Civic Centre
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Planning & Building Control General Enquiries
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Bob Mousley Architects
Cedar Field
Five Acres
Funtington
Chichester
PO18 8EH

**Our Ref: BR/17/14/
Your Ref:**

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

Dear Mr Mousley

24th January 2014

**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 Proposed single storey rear extension with internal alterations to the dwelling.

Location 17 Longford Road Bognor Regis

Thank you for your recent application which I received on 20th January 2014. 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 :-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £172 and would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

Block Plan

Please submit 1 electronic or 3 paper copies of a revised block/site plan at a scale of 1:500 or 1:200, to include site dimensions from the dwelling to the site boundaries. Further details of what must be included on the plan can be found in the National Validation Requirements.

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 **7th February 2014** 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

Karl Roberts
Assistant Director Planning & Economic Regeneration