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Our Ref: BR/216/14/HH
Your Ref:

Please ask for:
Miss C Burrows
extn 37459

Dear Sir/Madam

2nd September 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 Removal and replacement of corroded beams and bay window structures. Re-submission following BR/322/13. This application affects the character and appearance of the Bognor Regis (Steyne & Waterloo Square) Conservation Area

Location Swansea House West Street Bognor Regis

Thank you for your recent application which I received on 21st August 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 :-

Form

You have completed the wrong application form. Please resubmit Full Planning Application forms and return accordingly.

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 **16th September 2014** or your application will be returned to you 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 faithfully

Karl Roberts
Assistant Director Planning & Economic Regeneration