



Ms B Guilbert
56 The Drive
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PO21 4DT

Arun District Council
Arun Civic Centre
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Minicom: 01903 732765
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website: www.arun.gov.uk/planning

Our Ref: BR/21/13/

Your Ref:

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

Dear Ms B Guilbert

31st January 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 Erection of a 3 bedroom house

Location Land adj to 6 Seafield Terrace Stocker Road Bognor Regis

Thank you for your recent application which I received on 25th January 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 revised proposed floor plans at a scale of 1:50, the submitted North first floor plans do not accord with the submitted elevations, please show all windows clearly as the ground floor have been.

Please submit 1 electronic or 3 paper copies of proposed East and West elevations showing all windows and doors in accordance with the guidance notes available on our website detailed below (click on National List).

Please submit 1 electronic or 3 paper copies of proposed roof plan in accordance with guidance notes available on our website detailed below (click on National List).

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)

Please submit 1 electronic or 3 paper copies of a 'Bin and Collection Statement' in accordance with the guidance notes available on our website detailed below (click on Local List).

Please provide revised floor plans and elevations and the plans submitted do not scale correctly.

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 pinag1 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 **1st April 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.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Karl Roberts', with a stylized flourish underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration