



Ms C Sutton
MH Architects Limited
Ground Floor
Bicentennial Building
Southern Gate
PO19 8EZ

Arun District Council
Arun Civic Centre
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Our Ref: BR/222/18/PL

Your Ref:

**Please ask for:
Mrs J Grieves
01903 737500 x 37448**

Dear Ms Sutton

7th September 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 4no. 2 bedroom dwellings with associated parking & landscape.

Location Land adjacent to Community Centre Westloats Lane Bognor Regis

Thank you for your recent application which I received on 2nd August 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 :-

No fee accompanied your application. I suggest that the required fee is £1848 and would be grateful if you would forward this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

A Foul & Surface Water Drainage statement is required. Details can be found below <https://www.arun.gov.uk/download.cfm?doc=docm93jijm4n1179>

Pagham Harbour Management Contribution Legal Agreement and Fee

As your proposal is for the creation of residential units within Pagham Harbour Buffer Zones A & B, you are required to provide a completed and signed unilateral undertaking legal agreement as part of your planning application submission together with the appropriate legal checking fee. This is a Local Validation Requirement and the purpose of this agreement is to secure the required Pagham Harbour Management contribution.

Full details of the Pagham Harbour Management Contribution, the legal template and the fee for checking the agreement can be found in the Local Validation Requirements and also on the Council's website at the following link:
<http://www.arun.gov.uk/planning-obligations>

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 **21st September 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

A handwritten signature in black ink, appearing to be 'NC', followed by a period.

Neil Crowther
Group Head of Planning