ARUN
DISTRICT COUNCIL

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
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e-mail:planning@arun.gov.uk
website: www.arun.gov.uk/planning

Mr T Murray
6 Middleton Court
Elmer Road
Middleton on Sea
Bognor Regis
PO22 6EH

Our Ref: BR/244/12/
Your Ref:

Please ask for:
Mrs J Grieves
01903 737711 x 37448

Dear Mr Murray

25th September 2012

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 Erection of rear conservatory, erection of new front and side fence and alterations.

Location 23 Devonshire Road Bognor Regis West Sussex

Thank you for your recent application which I received on 24th September 2012. It is being dealt with by Mrs J Grieves 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 :-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £150 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)

Please submit 1 electronic or 3 paper copies of a block/site plan 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 elevations 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 a Design and Access Statement in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide the above by **9th October 2012**. 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.

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Yours sincerely

Karl Roberts
Assistant Director Planning & Economic Regeneration

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