



Spratt and Son
70a Brighton Road
Worthing
West Sussex
BN11 2EN

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: BR/267/11/

Your Ref:

Dear Mr C Spratt

Please ask for:

Miss K Garner
01903 737500 Ext 37467

24th October 2011

The Town and Country Planning Act 1990 (as amended)

Town and Country Planning Development Management Procedure Order 2010 (as amended)

**Change of use to reinstate ground floor office to a 1 bed flat
158 Hawthorn Road Bognor Regis**

Thank you for your recent application which I received on 21st October 2011. It is being dealt with by Miss K Garner 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 :-

I require 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 provide 1 electronic or 3 paper copies of existing and proposed floor plans at a scale of 1:50 in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide 1 electronic or 3 paper copies of existing and proposed elevations at a scale of 1:100 in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide a design and access statement or confirm there will be no operational development in accordance with the guidance notes available on our website detailed below (click on National List).

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.

Please provide the above by 7th November 2011. 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.

Yours sincerely

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Agent phoned to extend by
a week.

pmac42



Karl Roberts
Assistant Director Planning Services &
Housing Strategy

pmac42