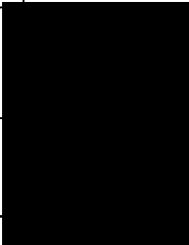


# Recommendation Report

Application No. BR/26/11

Committee ☐ - Date \_\_\_\_\_

Delegated ☒

|                                              | Date    | Signature                                                                          |
|----------------------------------------------|---------|------------------------------------------------------------------------------------|
| Prepared by Case Officer                     | 18.3.11 |  |
| Agreed by Team Leader                        | 21.3.11 |                                                                                    |
| Agreed by H.O.P.S. / P.C.M.<br>(if required) |         |                                                                                    |
| O.S. Extract requested                       |         |                                                                                    |

Comments:



Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF  
Planning & Building Control General Enquiries  
Tel: (01903) 737756 Fax: (01903) 716019  
Dx: 57406 Littlehampton  
Minicom: 01903 732765  
e-mail: [planning@arun.gov.uk](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

Miss H Morgan  
Apple Panels  
Building 397 Aviation Business Park  
Bournemouth International Airport  
Christchurch  
BH23 6NW

**Your Ref:**  
**Our Ref:** BR/26/11/  
**Please ask for:** Mrs A Stroud  
01903 737500 Ext 37314

25th January 2011

Dear Miss Morgan

**The Town and Country Planning Act 1990 (as amended)**

Erect rear conservatory  
9 Marshall Avenue Bognor Regis PO21 2TH

Thank you for your recent application, which was accepted as valid on 24th January 2011. It is being dealt with by Mrs A Stroud who will be able to help you by telephone, should you have any questions. However, I would point out that it will not be possible for you to meet with the case officer, unless a prior appointment has been arranged.

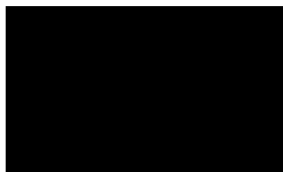
This Council is now legally obliged to publicise all planning applications received. I would be grateful if you would display the enclosed notice on or near the site for 21 days from the date you receive this letter in a position where it can easily be seen by the general public. A decision cannot be made until 24th February 2011 which is the end of the advertising period.

If you have not received a decision by 21st March 2011 and have not agreed in writing to extend this time limit, or been advised that your application is invalid, you are entitled to appeal to the Secretary of State in accordance with the Town and Country Planning Act within 6 months from the date by which the decision should have been made (unless the application has been referred to the Secretary of State by this Council for decision). Appeals must be made on a form which is obtainable from the Planning Inspectorate, Temple Quay House, 2 The Square, Bristol, BS1 6PN.

**Please be aware that some of our correspondence including the Decision Notification will be sent by email if you have provided an email address on your forms. It is therefore important to inform us if your email address changes throughout the course of the application.**

I trust this of assistance to you.

Yours sincerely



**Karl Roberts**  
Assistant Director Planning Services &  
Housing Strategy

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2. Once the problem is identified, the next step is to define the objectives and goals of the project. This helps to clarify what needs to be achieved and provides a clear direction for the team.

3. The third step is to develop a plan or strategy to address the problem. This involves breaking down the problem into smaller, manageable tasks and determining the resources needed to complete each task.

4. The fourth step is to implement the plan. This involves putting the strategy into action and monitoring progress regularly to ensure that the project is on track.

5. The final step is to evaluate the results of the project. This involves comparing the actual outcomes with the objectives and goals to determine the effectiveness of the project and identify areas for improvement.

**Julie Grieves**

---

**From:** Holly Morgan [REDACTED]  
**Sent:** 24 January 2011 11:46  
**To:** Julie Grieves  
**Subject:** Ref: Request for further information on Your Ref: PP-01353476 Our Ref: BR/26/11/  
**Attachments:** FW Arun District Council Online Payment Receipt PLANNING PORTAL REF PP-01353476.htm; 9 Marshall Ave Amended Certificate.pdf.

Dear Mrs Grieves,

Further to our conversation today, please see the attached certificate A and proof of payment sent to you 21/1/11.

Kind Regards,

Holly Morgan

**Planning Coordinator**

Apple Panels Ltd  
Building 397 Aviation Business Park  
Bournemouth Int. Airport  
Christchurch  
BH23 6NW



**Nicola Spencer**

**From:** Carolyn Nysingh on behalf of Planning  
**Sent:** 21 January 2011 12:27  
**To:** Nicola Spencer  
**Subject:** FW: Arun District Council Online Payment Receipt PLANNING PORTAL REF PP-01353476

**From:** Holly Morgan [REDACTED]  
**Sent:** 21 January 2011 09:25  
**To:** Planning  
**Subject:** FW: Arun District Council Online Payment Receipt PLANNING PORTAL REF PP-01353476

Dear Sirs,

I have just submitted application ref PP-01353476 on the portal (9 Marshall Ave, Bognor Regis) the payment website failed to pass the information back to the Portal as such the application will say Cheque Payment.

A cheque will not be forwarded. The email below confirms the £150 has been paid by card.

Thanks

Holly Morgan  
 Agent  
 Apple Panels LTD

**From:** Administrator [REDACTED]  
**Sent:** 21 January 2011 09:19  
**To:** Holly Morgan  
**Subject:** Arun District Council Online Payment Receipt

Thank you for your online payment, your order has been successfully processed.  
 Your shopping basket reference number is **000098098**, please quote this reference number should you wish to contact us regarding your order.

**Order Details**

| Payment Type | Reference      | Amount (£) |
|--------------|----------------|------------|
| Planning Fee | PP-01353476_v1 | 150.00     |

Total Order Value = **£150.00**

Arun District Council, Maltravers Road, Littlehampton, West Sussex. BN17 5LF

Website: [www.arun.gov.uk](http://www.arun.gov.uk)

NLPG UPRN 100062237016

DX 57406 Littlehampton

**Important Notice** This e-mail is intended exclusively for the addressee and may contain information that is confidential and/or privileged. If you are not the intended recipient (or authorised to receive it for the addressee), please notify the sender and delete the e-mail immediately; using, copying, or disclosing it to anyone else, is strictly prohibited and may be unlawful. Any views, opinions or options presented are solely those of the author and do not necessarily represent those of Arun District Council. The information in this e-mail may be subject to public disclosure under the Freedom of Information Act 2000, therefore we cannot guarantee that we will not provide the whole or part of this e-mail to a third party. The Council reserves the right to monitor e-mails in accordance with relevant legislation. Whilst outgoing e-mails are checked for viruses, we cannot guarantee this e-mail is virus-free or has not been intercepted or changed and we do not accept liability for any damage caused. Any reference to "e-mail" in this disclaimer includes any attachments.

**Payment summary**

|                       |                  |                             |
|-----------------------|------------------|-----------------------------|
| Transaction reference | 000098098        | Originator                  |
| Authorisation Status  | AUTHORISED       |                             |
| Notification Status   | MATCHED          |                             |
| Refund Status         | NO REFUNDS       |                             |
| Fraud Policy          | CV2 CHECK        |                             |
| Total Amount          | 150.00           | Order date 21-01-2011 09:18 |
| Last updated          | 21-01-2011 09:18 |                             |

**ThreeD Secure**

Payment Reference (Pre-Auth) JBR9XR2PTCAN  
Payment Reference (Auth) SBK9FQ18KC1Q

**Description****Total Amount**

|                |                |
|----------------|----------------|
| Planning Fee   | 150            |
| applicationref | PP-01353476_v1 |

**Customer details**

|           |                              |
|-----------|------------------------------|
| title     | Mr                           |
| firstname | A                            |
| surname   | Downes                       |
| email     | holly.morgan@applepanels.com |
| telephone | 01202 592106                 |

**Additional details**

|          |        |
|----------|--------|
| CardType | credit |
|----------|--------|

**Card Holder Address**

397 Aviation Business Park  
Bournemouth Int Airport  
BH23 6NW

**Payment response**

|                   |              |
|-------------------|--------------|
| Status            | 0 (Success)  |
| Payment reference | SBK9FQ18KC1Q |
| Bank reference    | 1156200340   |
| Auth code         | 057403       |

**Receipt**

|                   |                  |
|-------------------|------------------|
| Originator        |                  |
| Receipt date      | 21-01-2011 09:18 |
| Amount            | 150.00           |
| Status            | 0 (Success)      |
| Payment reference | SBK9FQ18KC1Q     |
| Bank reference    | 1156200340       |
| Auth code         | 057403           |
| Date received     | 21-01-2011 09:18 |



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Apple Panels  
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Planning & Building Control General  
Enquiries  
Tel: (01903) 737756 Fax: (01903) 716019  
Dx: 57406 Littlehampton  
Minicom: 01903 732765  
e-mail: [planning@arun.gov.uk](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)  
**Our Ref: BR/26/11/**  
**Your Ref:**

**Please ask for:**  
Mrs J Grieves  
Technical Support Unit Assistant

Dear Miss Morgan

24th January 2011

**The Town and Country Planning Act 1990 (as amended)**  
**Town and Country Planning Development Management Procedure Order 2010 (as amended)**

**Erect rear conservatory**  
**9 Marshall Avenue Bognor Regis**

Thank you for your recent application which I received on 21st January 2011. 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 this amount to me as soon as possible.

Certificate A is out of date. The date must be within 21 days of the date the application was submitted. Please complete a new certificate and return accordingly (I would suggest making the date the same as the Declaration & Agricultural Holdings Certificate)

For further guidance or to obtain the documents as required above please refer to our website:  
<http://www.arun.gov.uk/cgi-bin/buildpage.pl?mysql=3390>

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 February 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



Karl Roberts  
Assistant Director Planning Services &  
Housing Strategy

pmac42



## Proposal Attachments Details :

|                           |                                  |
|---------------------------|----------------------------------|
| Proposal Name             | Connor 9 Marshall Avenue Y118347 |
| Proposal Number           | PP-01353476                      |
| Version Number            | 1                                |
| Amended Attachments Only? | No                               |
| Submission Date           | 2011-01-21                       |

### Attachment :

|                      |                   |
|----------------------|-------------------|
| Attachment Name      | The Location Plan |
| Status               | New               |
| File Name            | 1.1250.pdf        |
| File Type            | application/pdf   |
| PaperSize            | A4                |
| File Size (bytes)    | 554892            |
| Document Reference   | Connor 1.1250     |
| Document Comments    |                   |
| Date File Uploaded   | 2011-01-21        |
| Being Provided By    | Electronic        |
| Scale Bar Included?  | Yes               |
| Been Printed?        | Yes               |
| Date Details Amended |                   |

### Attachment :

|                      |                        |
|----------------------|------------------------|
| Attachment Name      | Block Plan of the Site |
| Status               | New                    |
| File Name            | Connor 1.500.pdf       |
| File Type            | application/pdf        |
| PaperSize            | A4                     |
| File Size (bytes)    | 90711                  |
| Document Reference   | Connor 1.500           |
| Document Comments    |                        |
| Date File Uploaded   | 2011-01-21             |
| Being Provided By    | Electronic             |
| Scale Bar Included?  | Yes                    |
| Been Printed?        | Yes                    |
| Date Details Amended |                        |

### Attachment :

|                 |                      |
|-----------------|----------------------|
| Attachment Name | Site and Other Plans |
| Status          | New                  |

**Application fee for: Connor 9 Marshall Avenue Y118347 (1353476)**

**Application type: Householder**

---

**Exemptions**

No exemptions have been applied

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**Fee Calculation**

|                     |        |
|---------------------|--------|
| Fee for Householder | 150.00 |
|---------------------|--------|

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**Reductions**

No reductions have been applied

---

**Payment**

Payment method: Cheque

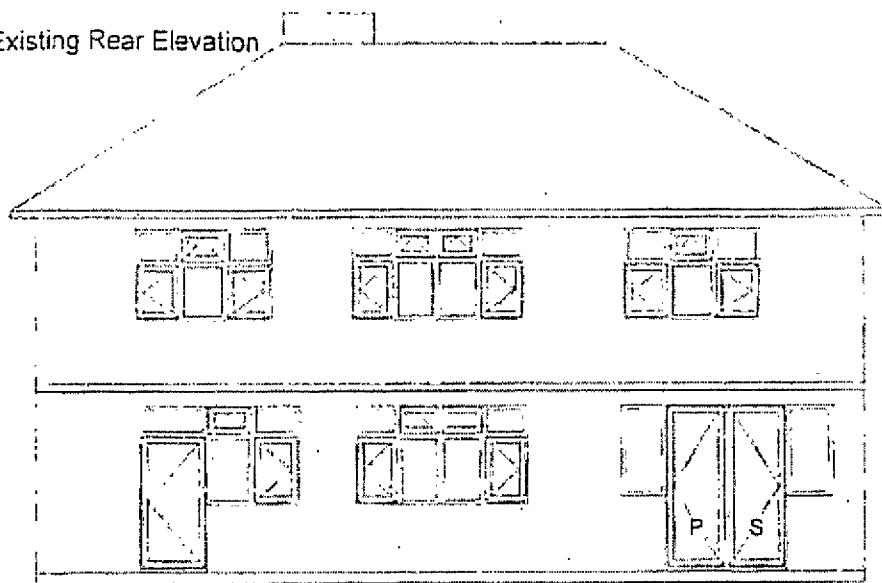
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**Total**

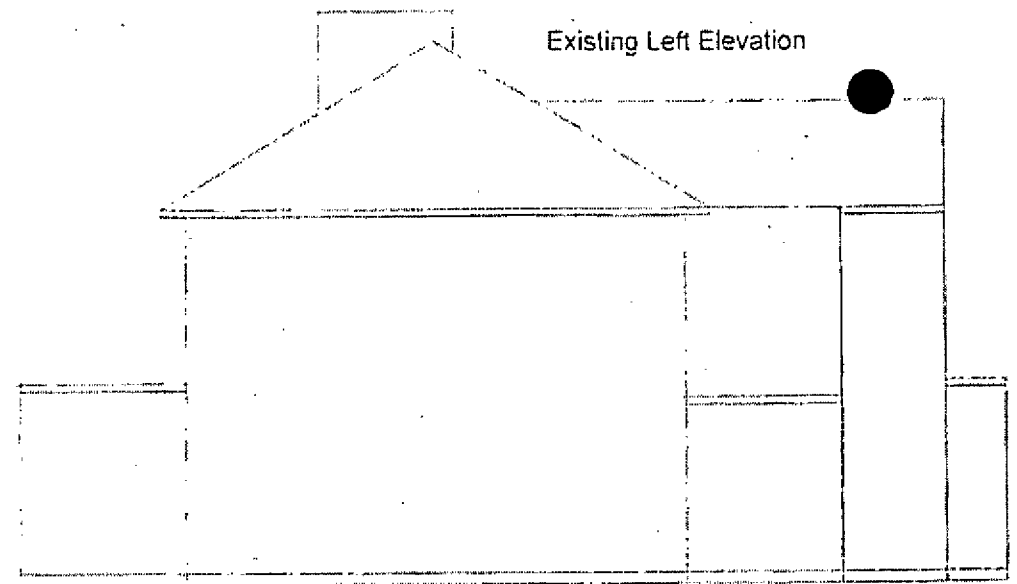
|            |        |
|------------|--------|
| Amount due | 150.00 |
|------------|--------|

---

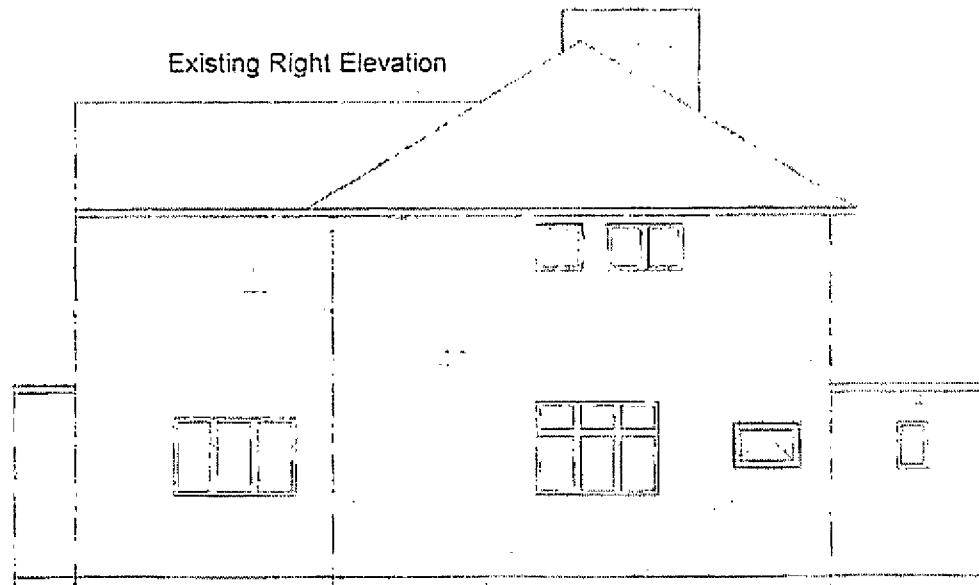
Existing Rear Elevation



Existing Left Elevation



Existing Right Elevation



Existing Site Address

Connor  
9 Marshall Avenue  
Bognor Regis

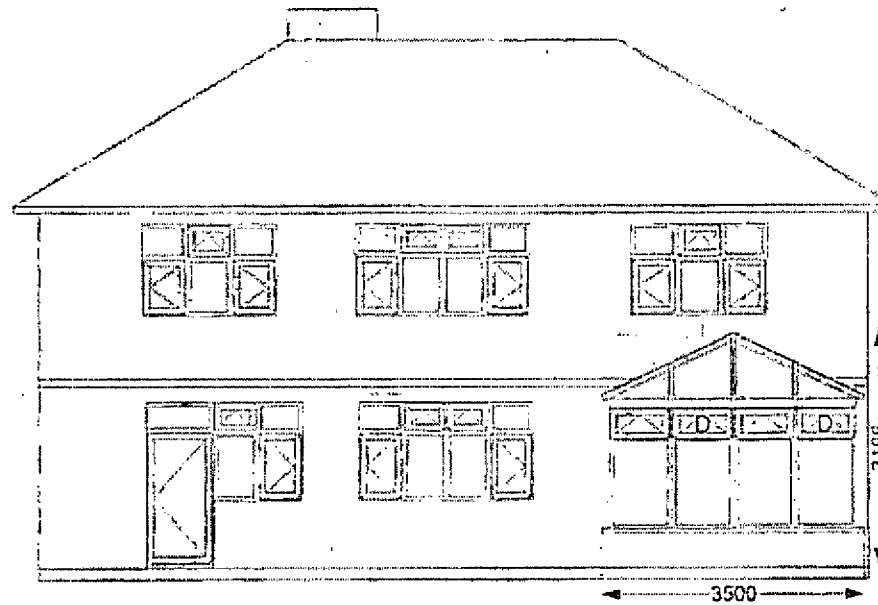
A4

Existing Site Views

Drawing Scale: 1:100

apple

## Proposed Back Elevation



### Proposed Site Address

Connor  
9 Marshall Avenue

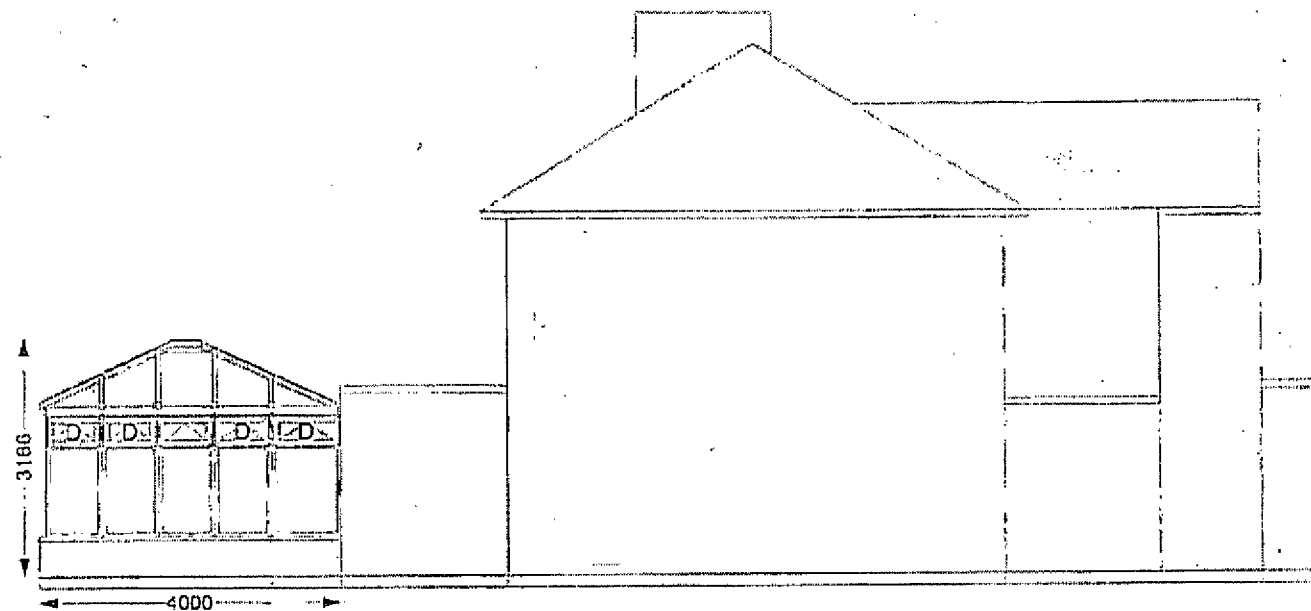
Bognor Regis

A4

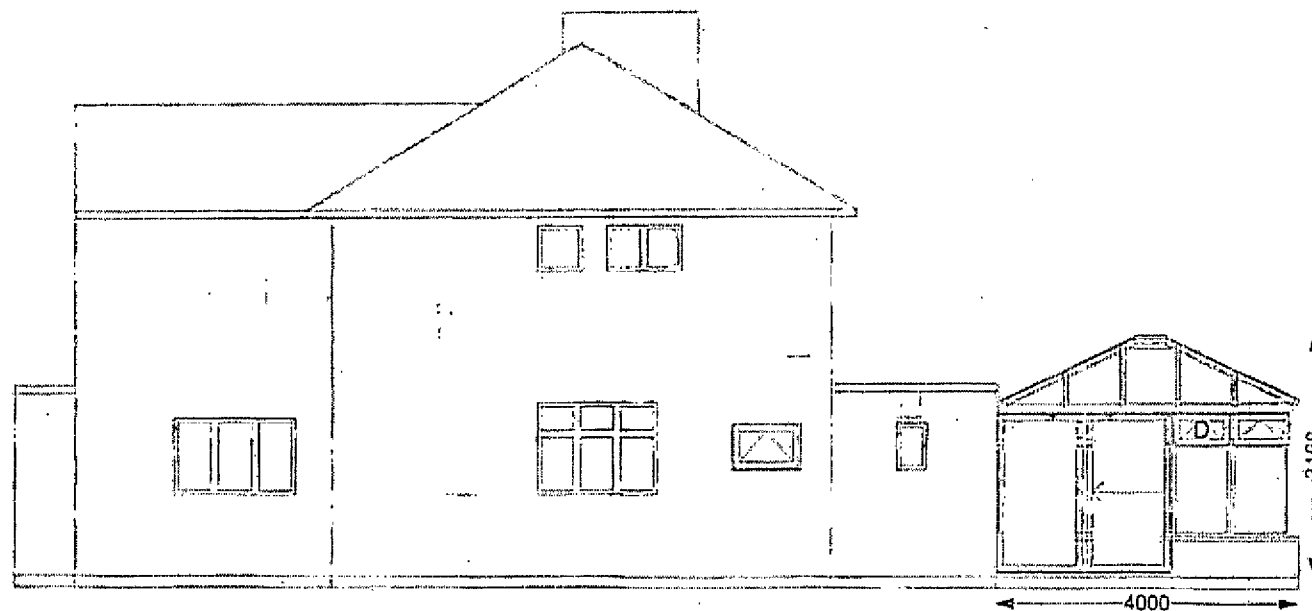
Drawing Scale: 1:100

apple

Proposed Left Elevation



Proposed Right Elevation



Proposed Site Address

Connor  
9 Marshall Avenue  
Bognor Regis

A4Proposed Site Views

Drawing Scale: 1:100

apple