



Look, Design and Build
Forum House
Stirling Road
Chichester
West Sussex
PO19 7DN

Arun District Council
Arun Civic Centre
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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/275/14/PL

Your Ref:

**Please ask for:
Miss K Garner
01903 737711 x 37467**

15th December 2014

Dear Mr Gibbens

**Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended)
Application for Full Planning Permission**

Development Conversion and rear extension to part of ground floor to create 1No. studio flat and conversion of first floor flat to create 2No. 2 bedroom flats.
Location 11 & 11A Station Road Bognor Regis

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are received or resolved:-

The fee deposited with your application is incorrect. I suggest it should be £770. This would attract an additional fee of £70. I 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)

I previously requested an affordable housing legal agreement and fee.

On 28 November 2014 the government introduced new guidance which means that it is not possible for Council's to seek the provision of affordable housing contributions on sites less than 10 units unless the site is a Rural Exception Site. As your application is for less than 10 dwellings, your application is no longer being held as invalid for a signed affordable housing agreement. However, you do still need to provide the other items requested in this letter for the application to be validated. Please provide the information within 14 days or I will return the application as incomplete.

Local Validation Checklist

Please provide the Local Validation Requirements Checklist in order to comply with the local validation requirements. No further validation will take place until this is received.

Biodiversity Checklist

Please provide the Biodiversity Checklist so that so that the ecological impacts of proposals can be assessed. Both the checklist and the guidance notes are available on the Council's website and further information can be found in the Local Validation Requirements. No further validation will take place until this is received.

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For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>

If you are unable to download the required 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 **29th December 2014**. 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.

If this letter has crossed with you providing the information, please ignore it.

Yours sincerely

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

Karl Roberts