



Hastoe Housing Association
Marina House
17 Marina Place
Kingsotn
Surrey
KT1 4BH

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/295/11/CLP
Your Ref:

Dear Mrs Walters

Please ask for:
Mrs D Johnson
(01903) 737500 Ext 37762

9th December 2011

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

Application for a Certificate of Lawfulness for Proposed courtyard, opening it up with some pathways, some railings, new shrubs and a wild flower bed.
Beatrice House Northcliffe 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 matters are 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 complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Miscellaneous - Lawful development certificate for a proposed use - and click on Checklist)

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 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 23rd December 2011. If this information is not received by this date the application will be returned as incomplete and you will have to submit a fresh application.

Yours sincerely

Karl Roberts
Assistant Director Planning Services &
Housing Strategy