



Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries

Isherwood McCann
Rose Park
Lutterworth Road
Blaby
Leicester
LE8 4DP

Our Ref: BR/303/11/A
Your Ref:

Please ask for:
Mrs S Honney-Bayes

8th December 2011

The Town and Country Planning Act 1990 (as amended)
The Town and Country Planning (Control of Advertisements) Regulations 2007 Town
and Country Planning Development Management Procedure Order 2010 (as amended)

1 no. internally illuminated fascia sign & 1 no. externally illuminated hanging sign
17 London Road (Holland & Barrett) Bognor Regis

Thank you for your recent application which I received on 7th December 2011. It is being dealt with by Mrs S Honney-Bayes 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 £95 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)

I require 1 electronic or 3 paper copies of a block/site plan at a scale of 1:500, showing the proposed signage clearly highlighted and a north point, in accordance with the guidance notes available on our website detailed below (click on National List).

I require 1 electronic or 3 paper copies of a revised location plan at a scale of 1:1250 (the plan provided is not to scale) and showing a red edge around the application site only, 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 revised existing and proposed floor plans to show the position of the hanging sign.

Please provide 1 electronic or 3 paper copies of revised existing elevations to show the existing signage.

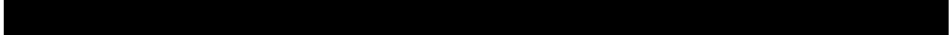
Please provide 1 electronic or 3 paper copies of a sectional drawing showing the proposed hanging sign (and existing if applicable).

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 - Advertisement application - and click on Checklist)

add to archive

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For further guidance or to obtain the documents as required above please refer to our website:



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 22nd December 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

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