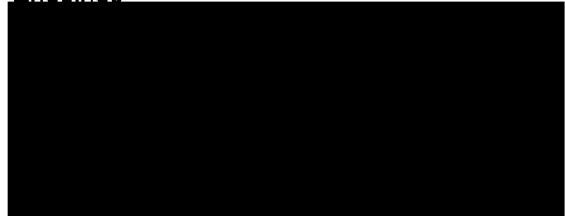


Mr Alan Ward
Adept Planning
45 Brodie Road
Enfield
Middlesex
EN2 0ET

Dear Mr Ward


Your Ref:

Please ask for:
Mrs S Honney-Bayes


12th December 2011

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

Outline Application with all matters reserved for demolition of derelict two storey building & erection of 8 no. 1 bed flats & 6 no. 2 bed flats
18 Durban Road Bognor Regis

Thank you for your recent application which I received on 8th 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 £335 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 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 location plan in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide information on the following:

Use - the use or uses proposed for the development and any distinct development zones within the site identified.

Amount of development - the amount of development proposed for each use.

Indicative layout - an indicative layout with separate development zones proposed within the site boundary where appropriate.

Scale parameters - an indication of the upper and lower limits for height, width and length of each building within the site boundary.

Indicative access points - an area or areas in which the access point or points will be situated.

This application requires a Flood Risk Assessment. Please refer to the guidance notes available on our website detailed below (click on Local 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 (Outline Application Forms - Outline application with all matters reserved - and click on Checklist)

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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 26th 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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