



Mr A Burrows
Counterpoint Properties Ltd
34 The Drive
Bognor Regis
West Sussex
PO21 4DU

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
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website: www.arun.gov.uk/planning

Our Ref: BR/313/14/PL
Your Ref:

Please ask for:
Miss C Burrows
extn 37459

Dear Mr Burrows

16th December 2014

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

Development Create two apartments above garage blocks and to retain the existing house at 55 Victoria Drive to form part of the development approved under BR/217/07 & amended under BR/389/07.

Location 55 Victoria Drive Bognor Regis

Thank you for your recent application which I received on 2nd December 2014. It is being validated by Miss C Burrows who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

Please indicate all velux windows on either the floor plan or the roof plan, this can be indicated as a dotted outline.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>. If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **30th December 2014** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Karl Roberts
Assistant Director Planning & Economic Regeneration