



Mr B Butcher
Rainbow Cottage
Nyetimber Lane
Aldwick
West Sussex
PO21 3JX

Dear Mr Butcher

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/319/11/

Your Ref:

Please ask for:

Mrs S Honney-Bayes
01903 737500 Ext 37445

5th January 2012

The Town and Country Planning Act 1990 (as amended)

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

**Change of use from residential dwelling (C3) to ground floor chiropractors (D1) with 1st floor residential accommodation to include demolition of existing garage/store & erection of single storey extension
206 London Road Bognor Regis**

Thank you for your recent application which I received on 23rd 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 :-

I require 1 electronic or 3 paper copies of revised block/site plans showing the 4 proposed parking spaces and the widened access in more detail, 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 (Full Application Forms - Full application - 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 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 19th January 2012. 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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