



Mrs Magdalena Tolysz
128 Collyer Avenue
Bognor Regis
PO21 5HX

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning 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/337/19/HH

Your Ref:

Please ask for:

Nicola Moore

Ext 37944

18th December 2019

Dear Mrs Tolysz

**Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Development Management Procedure) (England) Order 2015
Application for Householder Planning Permission**

Development Change of use from open space living room to 1 No. bedsit or studio with separate entrance
Location 128 Collyer Avenue 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 items are received or resolved:-

Location Plan

The application site must be edged clearly in red and should include at least one named road. Further details can be found on our website.

Block Plan

Please submit 1 electronic or 3 paper copies of a block plan at a scale of 1:500. Further details of what must be included on the plan can be found in the Validation Requirements List.

Floor Plans

The floor plans should be at a scale of 1:50 or 1:100. Where the application is for a change of use and there is no change to the floor plan it is possible to submit one set of plans clearly labelled existing and proposed.

Elevations

The elevation should be at a scale of 1:50 or 1:100. Where the application is for a change of use and there is no external change it is possible to submit one plan clearly labelled existing and proposed.

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Please complete and submit a Full Application form. This can be found on our website. Please go to Planning - Making a Planning Application (and forms).

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

<http://www.arun.gov.uk/making-a-planning-application>

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 **1st January 2020**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

Yours sincerely

A handwritten signature in black ink, appearing to be 'NC' followed by a dot.

Neil Crowther