



Mrs Magdalena Tolysz  
128 Collyer Avenue  
Bognor Regis  
PO21 5HX

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**Our Ref: BR/337/19/HH**  
**Your Ref:**

**Please ask for:**  
**Nicola Moore**  
**Ext 37944**

8th January 2020

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**

Please submit 1 electronic or 3 paper copies of a location plan at a scale of 1:1250 or 1:2500 for rural areas. Further details of what must be included on the plan can be found in the Validation Requirements List.

The plan labelled proposed has also been labelled existing at the bottom of the page. Please label b) side as Proposed, and all other elevations on this sheet as Proposed - no change.

If you would like to come in to the office to do this, the Planning reception is open Monday - Friday 8.45am - 1pm

**Pagham Harbour Management Contribution Legal Agreement and Fee**

Having reviewed the plans received and the application form, your proposal is for the creation of a residential unit within Pagham Harbour Buffer Zones A & B. You are required to provide a completed and signed unilateral undertaking legal agreement as part of your planning application submission together with the appropriate legal checking fee. This is a Local Validation Requirement and the purpose of this agreement is to secure the required Pagham Harbour Management contribution.

Full details of the Pagham Harbour Management Contribution can be found in the Validation Requirements List and also on the Council's website at the following link:  
<http://www.arun.gov.uk/planning-obligations>

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 **22nd 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 flourish and a period.

Neil Crowther  
Group Head of Planning