



Mr P Collins
Chartered Town Planner
36 Manor Road
Selsey
West Sussex
PO20 0SD

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
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Minicom: 01903 732765
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website: www.arun.gov.uk/planning

**Our Ref: BR/41/13/
Your Ref:**

**Please ask for:
Mrs J Grieves
01903 737711 x 37448**

Dear Mr Collins

25th February 2013

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

Development	Demolition of existing buildings and redevelopment of the site with 6 no two bedroom dwellings
Location	Land to the rear of Holmlea Town Cross Avenue Bognor Regis

Thank you for your recent application which I received on 17th February 2013. It is being dealt with by Mrs J Grieves 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 :-

Please submit 1 electronic or 3 paper copies of an Affordable Housing Statement in accordance with the guidance notes available on our website detailed below (click on Local List)

Please submit 1 electronic or 3 paper copies of a 'Bin and Collection Statement' in accordance with the guidance notes available on our website detailed below (click on Local List).

Plot 1 - floor & NW elevation do not accord. Please forward amended plans accordingly

Please also confirm acceptance of the site address. This was omitted from the application form

As your proposal is for the creation of between 1-6 housing units you are required to provide a signed unilateral undertaking legal agreement as part of your planning application submission together with the appropriate legal fee. The purpose of this agreement is to secure the required affordable housing financial contribution.

Full details of the affordable housing policy and in particular the requirements relating to schemes of 1-6 housing units can be found on the Council's website at the following link:

<http://www.arun.gov.uk/main.cfm?type=AFFORDABLEHOUSINGP>

Please provide the above by **26th April 2013**. 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.

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.

If this letter has crossed with you providing the information, please ignore it.

Yours sincerely

A handwritten signature in black ink, appearing to be 'KARL ROBERTS', with a long, sweeping underline.

Karl Roberts
Assistant Director Planning & Economic Regeneration