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

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

Our Ref: BR/42/13/
Your Ref:

Please ask for:
Mrs J Grieves
01903 737711 x 37448

Dear Mr Butcher

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 Conversion of vacant workshop to form bedsit accomodation.

Location 71 High Street Bognor Regis

Thank you for your recent application which I received on 19th 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)

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

Karl Roberts
Assistant Director Planning & Economic Regeneration