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**Our Ref: BR/42/18/PL**  
**Your Ref:**

**Please ask for:**  
**Mrs D Johnson**  
**01903 737762**

Dear Ms Aldis-Hobbs

16th February 2018

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

**Development** 2 No. 2 bedroom flats, one on first floor & one on second floor over existing single storey flat.  
**Location** 86 Annandale Avenue Bognor Regis

Thank you for your recent application which I received on 8th February 2018. It is being validated by Mrs D Johnson who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

A copy of the Pagham S106 agreement has been sent under separate cover for completion.

The Pagham S106 legal fee of £200.00 is due for this application.

Please provide floor plans and elevations for the proposed bin store and bike shed.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/making-a-planning-application>

If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **2nd March 2018** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther  
Group Head of Planning