



Mr Leon Malhomme de la Roche
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Arun District Council
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Planning & Building Control General Enquiries
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Our Ref: **BR/63/12/**
Your Ref:

Please ask for:
Siobhan Honney-Bayes
extn. 37445

Dear Mr Malhomme de la Roche

16th March 2012

Town & Country Planning Act 1990 (as amended)

Application for Planning Permission

Development Small modification to existing roof, to replace section of flat roof with pitched roof to match remainder of existing. Increase second floor by 5 square metres, replace existing east facing window with roof light & 3 additional roof lights. Replace existing timber window on north elevation

Location 3 Elfin Grove Bognor Regis

Thank you for your recent application which I received on 13th March 2012. It is being dealt with by Siobhan Honney-Bayes 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 :-

£150.00

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is ~~£295~~ and would be grateful if you would forward a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

I require 1 electronic or 3 paper copies of a revised block/site plan showing the position of all the proposed works clearly highlighted, in accordance with the guidance notes available on our website detailed below (click on National List).

I require 1 electronic or 3 paper copies of a revised location plan showing area edge around the application site, in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide 1 electronic or 3 paper copies of revised existing and proposed floor plans to show all the windows (including roof lights) as detailed on the elevations.

Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Full Application Forms - Full application - and click on Checklist)

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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.

Please provide the above by **30th March 2012**. 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.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Karl Roberts', with a stylized flourish underneath.

Karl Roberts
Assistant Director Planning Services &
Housing Strategy