



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

Mr Leon Malhomme de la Roche
Unit 1 The Sawmills
Duntshill Road
Earlsfield
London
SW18 4QL

Our Ref: BR/63/12/

Please ask for:

**Miss K Rawlins
01903 737500 x 37314**

Dear Mr Malhomme de la Roche

27 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,,

Receipt:

Name unknown	Receipt No. P89557	Amount £ 150.00
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Thank you for your application received on 13th March 2012, I am writing to acknowledge that it was accepted as a valid application on 22nd March 2012. On receipt of this letter if you have any concerns about the way that the Council has described your application you should contact the Case Officer Miss K Rawlins who will be dealing with your application to discuss the matter.

Your application has been put into the Planning Register and is available for viewing by the public at the Council Offices and on the website. The Council publicise all planning applications by means of a site notice. I would be grateful if you would display the enclosed site notice on or near the site for 21 days from the date you receive this letter in a position where it can easily be seen by the general public.

Your application cannot be determined until the end of the statutory publicity and consultation periods which is 26th April 2012. You can follow how your application is progressing on the Council's website www.arun.gov.uk/planning using the application's reference number. Due to the pressure of work it will not be possible for you to meet with the Case Officer unless you have made an appointment.

The Council aims to make as many decisions as possible before the end of the statutory determination period, which in this case will be 17th May 2012. However this is not always possible for a number of reasons, including on-going negotiations or the scheduling of Planning Committees.

If you have not received a decision by 17th May 2012 or agreed in writing to extend the time in which the Council make a decision, you can appeal to the Secretary of State. Your appeal (under section 78 of the Town and Country Planning Act) would be that the Council has failed to make a decision and you would be asking a Government Planning Inspector to make the decision instead. You can do this using a form which you can get at <http://www.planningportal.gov.uk/planning/appeals/> or from the Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN. If you appeal you should do so within 6 months from the statutory determination period (17th May 2012).

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This acknowledgement only relates to planning and does not relate to any other legislation which may or may not apply such as Building Regulations. You will need to carry out your own checks to determine whether any other consents or permissions are required. For advice on whether Building Regulations are required please visit the government's website www.planningportal.gov.uk or seek your own professional advice. If you are in any doubt you will need to submit a formal Building Regulations submission.

Please do not hesitate to contact us if you have any queries.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Karl Roberts', with a long horizontal flourish extending to the left.

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

Please note: When an application is submitted online or with an email address in the agent details, most correspondence, including the decision notice will be sent by email. It is therefore important that you inform us if you make any change to your email address during the course of this application.

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