



Mr M OHanlon
16 Aldwick Road
Bognor Regis
West Sussex
PO21 2LP

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

Our Ref: BR/68/13/L
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr OHanlon

15th March 2013

Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)
Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)
Application for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building

Development Application for listed building consent to restore the Summer house in the garden with a new roof and two side walls.
Location 16 Aldwick Road Bognor Regis

Thank you for your recent application which I received on 7th March 2013. It is being dealt with by Mrs D Johnson 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 a block/site plan in accordance with the guidance notes available on our website detailed below (click on National List). Please provide one named road and highlight/hatch the proposed works.

Please submit 1 electronic or 3 paper copies of existing and proposed floor plans at a scale of 1:50 in accordance with the guidance notes available on our website detailed below (click on National List).

Please submit 1 electronic or 3 paper copies of existing and proposed elevations in accordance with the guidance notes available on our website detailed below (click on National List).

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

Please provide the above by **29th March 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 read 'KARL', with a long, sweeping horizontal line underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration