



Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 716019
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

HDA Projects Ltd
6 The Old Flour Mill
Queens Street
Emsworth
Hampshire
PO10 7BT

Your Ref:
Our Ref : BR/81/11/
Please ask for:
Mrs A Stroud
01903 737500 Ext 37314
11th March 2011

Dear Sir/Madam

The Town and Country Planning Act 1990 (as amended)

Replace existing kitchen and study flat roofs and reconstruct conservatory with pitch roof and extension to form utility

22 Hillsboro Road Bognor Regis PO21 2DX

Receipt No P86544

Amount: £ 150.00

VAT Number 193 5586 24

TOTAL PAID: £ 150.00

Thank you for your recent planning application, which was accepted as a valid application on 9th March 2011. It is being dealt with by Mrs A Stroud who will be able to help you by telephone, should you have any questions. However, I would point out that it will not be possible for you to meet with the case officer unless a prior appointment has been arranged.

This Council is legally obliged to publicise all planning applications received. I would be grateful if you would display the enclosed 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. A decision cannot be made until 14th April 2011 which is the end of the advertising period.

If you have not received a decision by 4th May 2011 and have not agreed in writing to extend this time limit, or been advised that your application is invalid, you are entitled to appeal to the Secretary of State in accordance with the Town and Country Planning Act within 6 months from the date by which the decision should have been made (unless the application has been referred to the Secretary of State by this Council for decision). Appeals must be made on a form which is obtainable from the Planning Inspectorate, Customer Support Unit, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN.

Please be aware that some of our correspondence including the Decision Notification will be sent by email if you have provided an email address on your forms. It is therefore important to inform us if your email address changes throughout the course of the application.

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. If you are in any doubt you will need to submit a formal Building Regulations submission.

Daun Johnson

From: Daun Johnson
Sent: 11 March 2011 07:48
To: 'hda projects'
Subject: RE: BR/81/11/ 22 Hillsboro Road

Mr Matthews,

It is suggested that the Location Plan, at least, half fills an A4 piece of paper to include all of the information needed.

Thank you,
Mrs Johnson

From: hda projects [REDACTED]
Sent: 09 March 2011 15:48
To: Daun Johnson
Subject: Re: BR/81/11/ 22 Hillsboro Road

Mrs D Johnson
Planning Officer
Arun District Council

BR/81/11/ 22 Hillsboro Road PO21 2DX

Attached as requested additional information

Regards

Bill Matthews

hda projects Ltd

6 The Old Flour Mill, Queen Street,
Farnsworth, Hants. PO10 7BT

[REDACTED]

technologists and building design consultants

hda projects cannot be held responsible for any faults, errors or omissions arising from any failure in the integrity of the transmission or in the retrieval of the data attached to this message. It is the responsibility of the recipient to verify the interpreted data against a corresponding hard copy print at the earliest opportunity; the contents of this email are to be considered for information only. Whilst suitable precautions against virus transmittal are taken by hda projects, we cannot accept any responsibility for viruses or their consequences.

-----Original Message-----

From: Daun Johnson <Daun.Johnson@arun.gov.uk>
To: hdaprojects@talktalk.net
Sent: Wed, 9 Mar 2011 13:31
Subject: FW: BR/81/11/ 22 Hillsboro Road

Mr Matthews,

On the location plan, I need to see the surrounding properties, not only what you have provided, but also the surrounding properties.

11/03/2011



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e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning
Our Ref: BR/81/11/
Your Ref:

Please ask for:
Mrs D Johnson
(01903) 737500 Ext 37454

Dear Sir/Madam

8th March 2011

The Town and Country Planning Act 1990 (as amended)
Town and Country Planning Development Management Procedure Order 2010 (as amended)

Replace existing kitchen and study flat roofs and reconstruct conservatory with pitch roof and extension to form utility
22 Hillsboro Road Bognor Regis

Thank you for your recent application which I received on 7th March 2011. 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 :-

I require 1 electronic or 3 paper copies of a location plan in accordance with the guidance notes available on our website detailed below (click on National List). Please show surrounding properties.

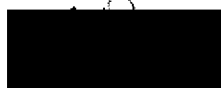
The proposed elevations are incorrectly labelled. Please amend and return accordingly.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/cgi-bin/buildpage.pl?mysql=3390>

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 22nd March 2011. 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 faithfully



Karl Roberts
Assistant Director Planning Services &
Housing Strategy

Application No: BR/ 81 / 111 Case Officer: [REDACTED]

Planning Portal Ref:
Receipt No: P86544
Amount: 150-00
Date: 07-03-11

Cross/other ref:
Additional receipt/refund:
Amount:
Date:

Site Number(s):
Grid Reference:
Flood Zone: Fluvial 1 2 3A 3B
Tidal 1 2 3A 3B

Flood Zone: Natural defences Yes/No Listed Building: Yes/No
Public Sewer: Yes/No Conservation Area: Yes/No

Technical Notes:

Location - show surrounding +
adjoining properties
proposed elevations in correctly labelled

Registration Notes:

History Files Y/N

APO Please tick if there are any other statements required from the following:

Affordable Housing	Open Space
Bin Storage & Collection	Parking Layout/Access
BiBodiversity	Planning
EIA	Retail Impact
Flood Risk	Structural
Heritage	Telecommunications
Land Contamination	Transport/Travel
Landscaping	Tree
Lighting	Ventilation
Loss of Retail Use	Walls
Noise	Street Scene Elevation
Date made complete:	Signed: [REDACTED]

09-03-11

Dated: 08-03-11

CONSULTATIONS LIST G:TSU General\consultation sheet.doc (18/02/10)

WSCC Local Development Division (Includes ROW/Archaeology/ Ecology/ Highways/Reg3/4/Strategic)	WSE	
WSCC Planning Section (Listed Building Consultations only)	WSD	
Agricultural Appraisal	WAA	
West Sussex Waste Disposal	WWD	
Trading Standards	WTS	
Commission for Social Care Inspection	RHU	
Playschool Registration Unit	PRU	
Highways Agency and Consultants Interoute	HA & MO	
English Heritage (Parks/Gardens Special Interest only)	EH2	
West Sussex Health Authority (Eastern Area)	WHA	
West Sussex Health Authority (Western Area)	CHA	
Southern Water	SWW	
Environment Agency (Zone 2, 3 or 2/3)	EA	
Portsmouth Water Co.	PW	
South Downs Joint Committee	SCB	
Railway consultee	RP	
English Nature	EN	
Sussex Police	POL	
English Heritage (for apps affecting grade 1 or 2* LB's)	EH	
Garden History Society	GHS	
Health & Safety Executive	HSE	
Government Office for the South East	MFF	
Sport England South East	SPO	
West Sussex Fire and Rescue(Water And Access Management)	WFW	
Department for Environment, Food & Rural Affairs	DEF	
The Countryside Agency	COA	
South East England Regional Assembly	SEE	
Commission for Architecture & the Built Environment	CAB	
Western Sussex Primary Care Trust	PCT	
South East Economic Development Agency	ECD	
Ofcom Wind Farm Enquiries	OFC	
The Theatres Trust	TTT	
Estates Property	PS	
Adjoining Council (Worthing/ Chichester/Horsham/ North Mundham Parish Council)	WOR/CHI/HOR/ NMP	
Landscapes	LDS	
Arboriculturist	HOR	
Environmental Health	FS	
Leisure Services	TL	
Concessions Officer	CON	
Engineers - All to go to Brian Holland + Fluvial flooding (Simon Power) END or Coastal Protection (Roger Spencer) ENC or Structural (Bruce Taunton) ENS	ENG	
Council Tax	CTR	
Building Control	BC	
Economic Regeneration	ER	
Housing Policy	HOU	
Housing Management	CHO	
Local Plans	FP	
Conservation Officer	CO	
Planning Solicitor	LEG	
Elections	EL	
Bognor Regis Task Force	BTF	
Car Parks	CAR	
Environmental Amenities and Community Safety	EAC	
Parish Council		
TSU WILL ALWAYS DO:		
CAAC - any app falling within a Conservation Area (enter group code CAA)		
Six Societies - any demolition to a listed building (AMS, CBA, GG, SPA, VS + EH for principle demolition + LOCAL GROUPS ABS, LVC, FVS, AS, EPK, FCG, FNV)		
Mark Everson - any tree applications (HOR)		
Environment Agency - if development in a flood plain		
Southern Water - development over a public sewer or If in Barnham Drainage Area		
Adjoining Parish/Town Council if Dual Parish application		
Applying with a wind turbine consult NATS (use code WFC)		

11.3

1300

✓

Recommendation Report

Application No. BR/81/11

Committee ☐ - Date _____

Delegated ☒

	Date	Signature
Prepared by Case Officer	4-5-11	
Agreed by Team Leader	4-5-11	
Agreed by H.O.P.S. / P.C.M. (if required)		
O.S. Extract requested		

Comments: