



Mr S Crawford
Weatherite Building Services Ltd
33 Rosebury Square
Woodford Green
Essex
IG8 8GT

Dear Mr Crawford

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: EG/12/12/
Your Ref:

Please ask for:
Mrs J Grieves
Technical Support Unit Assistant
2nd March 2012

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

Proposed installation of one ventilation louvre and two external ventilation units
Telephone Exchange Barnham Road Eastergate

Thank you for your recent application which I received on 29th February 2012. It is being dealt with by Mrs J Grieves 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 :-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £170 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)

Please submit details of the Ventilation Units (to scale (metric) or a brochure extract will suffice)

Please confirm your acceptance of the amended site address and description

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 16th 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

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

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