



Mr Adam Cooper  
73 Elm Grove  
Barnham  
West Sussex  
PO22 0HW

Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF  
Planning & Building Control General Enquiries  
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website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

**Our Ref: EG/68/12/  
Your Ref:**

**Please ask for:  
Mrs D Johnson  
01903 737762**

Dear Mr Cooper

26th November 2012

**Town & Country Planning Act 1990 (as amended)  
Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended)  
Application for Planning Permission**

**Development** Remove lean-to porch and construct a single storey extension to the rear of the property.  
**Location** 73 Elm Grove Barnham Bognor Regis

Thank you for your recent application which I received on 17th November 2012. 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. ✓ 26/11

The existing North, South, East and West floor plans do not accord with the existing North, South, East and West elevations. Please amend accordingly. 26/11

The proposed South and West floor plans do not accord with the proposed South and West elevations. Please amend accordingly. 26/11

Please provide the above by **10th December 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.

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.*

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Yours sincerely

A handwritten signature in black ink, appearing to be 'KARL R', with a long, sweeping horizontal line underneath.

Karl Roberts  
Assistant Director Planning & Economic Regeneration