



Premier By Design
5 Becket Buildings
Littlehampton Road
Worthing
West Sussex
BN13 1QD

Dear Sir/Madam

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: FN/1/12/

Your Ref:

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445
6th January 2012

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

**Loft conversion incorporating 3 no. velux rooflights (this application lies within the South Downs National Park Authority)
11 Downland Close Findon**

Thank you for your recent application which I received on 3rd January 2012. It is being dealt with by Mrs S Honney-Bayes 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 provide 1 electronic or 3 paper copies of existing floor plans.

Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Householder Forms - Household Extension - and click on Checklist)

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 20th January 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 faithfully

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

pmac42

Don't Move Out – Move Up!

PREMIER BY DESIGN
Building Consultants

5 Beckett Buildings
Littlehampton Road
Worthing
West Sussex
BN13 1QD

Head Office: 01903 501199

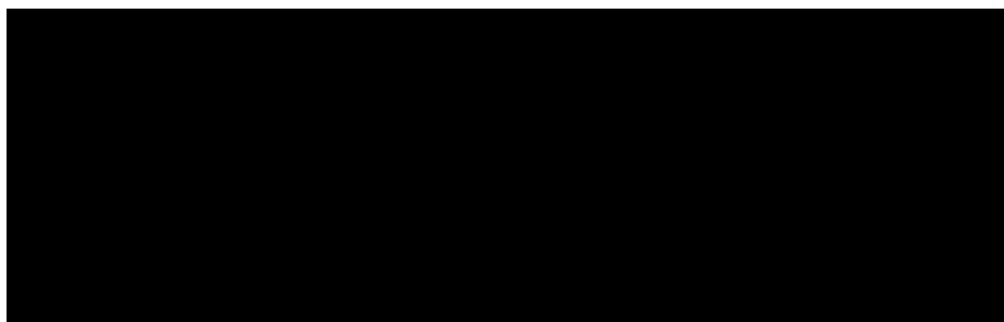
Company Number 04677111
VAT Reg No. 825 144 739

FAO: Siobhan Honney-bayes

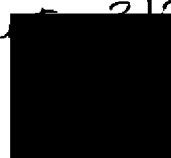
Arun Planning Department
Arun Civic Centre
Maltravers Road
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BN17 5LF

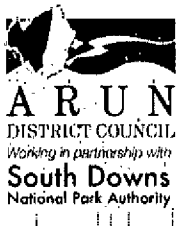
Dear Siobhan Honney-bayes

Please find enclosed copies of new application and the existing floor plans, if there is anything else you require please get straight back to me



Re'd - Plans already submitted (proposed floor)
Need to be headed as such. 2nd letter sent 2/2/12





Premier By Design
5 Becket Buildings
Littlehampton Road
Worthing
West Sussex
BN13 1QD

Dear Sir/Madam

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

**Loft conversion incorporating 3 no. velux rooflights (this application lies within the South Downs National Park Authority)
11 Downland Close Findon**

Thank you for your recent application which I received on 3rd January 2012. It is being dealt with by Mrs S Honney-Bayes 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 :-

The 'proposed' floor plans need to be amended to read as such. Please therefore send revised plans identifying 'Existing & Proposed' plans.

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 17th February 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.

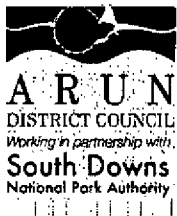
Yours faithfully

Neil Roberts
Assistant Director Planning Services &
Housing Strategy

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

**Our Ref: FN/1/12/
Your Ref:**

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445
3rd February 2012



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5 Becket Buildings
Littlehampton Road
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website: www.arun.gov.uk/planning
Our Ref: FN/1/12/
Your Ref:

Dear Sir/Madam

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445

10th February 2012

The Town and Country Planning Act 1990 (as amended)

**Loft conversion incorporating 3 no. velux rooflights (this application lies within the South Downs National Park Authority)
11 Downland Close Findon**

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following matters are resolved:-

Please provide 1 electronic or 3 paper copies of an existing first floor plan. ✓

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 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 24th February 2012. If this information is not received by this date the application will be returned as incomplete and you will have to submit a fresh application.

Yours faithfully

Karl Roberts
Assistant Director, Planning Services &
Housing Strategy

Siobhan Honney-Bayes

From: Sharon (Premier By Des [REDACTED])

Sent: 09 February 2012 09:55

To: Siobhan Honney-Bayes

Subject: Ref: FN/1/12 11 Downland Close Findon

Dear Siobhan,

Re: 11 Downland Close, Findon

Following our telephone conversation this morning regarding the above planning application, I am giving you authorisation to mark on the relevant plans 'Existing and Proposed' where necessary?

This is so that you can register this application as quickly as possible, thank you for your assistance in this matter.

Regards
Sharon

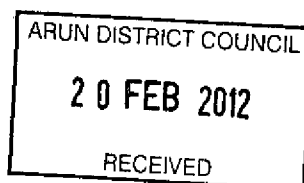
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Mrs S Honney-bayes

**Planning Department
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
BN17 5LF**

Friday 17th February 12

Dear Mrs S Honney-bayes

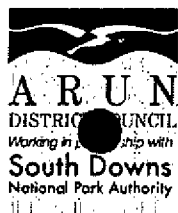
Ref: 11 Downlands Close, Findon

Please find enclosed 3 x 1st floor layout (Roof space)

Hopefully you will now be able to register this application

Regards

Karen Saunders



Arun District Council
Arun Civic Centre
Maltravers Road
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Premier By Design
5 Becket Buildings
Littlehampton Road
Worthing
West Sussex
BN13 1QD

Your Ref:
Our Ref : FN/1/12/
Please ask for:
Mr J Smith
Direct Dial 01903 737761

21st February 2012

Dear Sir/Madam

The Town and Country Planning Act 1990 (as amended)

Loft conversion incorporating 3 no. velux rooflights (this application lies within the South Downs National Park Authority)

11 Downland Close Findon BN14 0UJ

Receipt No P88901 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 20th February 2012. It is being dealt with by Mr J Smith 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 application lies within the South Downs National Park. The application will be dealt with and determined by Arun District Council, acting as an agent for the South Downs National Park Authority (SDNPA) unless it is called in by the SDNPA, in which case you will be notified accordingly. Further details regarding this agency agreement can be found on the Council's website at www.arun.gov.uk.

PLEASE NOTE: The SDNPA reserves the right to 'call in' any application during the application process. If this should become necessary you will be informed in writing stating the reason for the 'call in'. Unless you are informed to this effect, your application will be determined by this Council, either under delegated powers, or under the Council's planning committee process, acting as an agent of the SDNPA.

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 22nd March 2012 which is the end of the advertising period.

If you have not received a decision by 16th April 2012 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 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 faithfully

A handwritten signature in black ink, appearing to read 'Karl Roberts', with a stylized flourish underneath.

Karl Roberts
Assistant Director Planning Services &
Housing Strategy