



Bryceson Shaw Associates
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Arun Civic Centre
Maltravers Road
Littlehampton
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Planning & Building Control General Enquiries
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

**Our Ref: FP/153/12/
Your Ref:**

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

Dear Mr Shaw

9th August 2012

**Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2010 (as amended)**

Application for Planning Permission for Works or Extension to a Dwelling

Development Front and rear extensions
Location 43 Downview Road Felpham

Thank you for your recent application which I received on 3rd August 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 :-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £150 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) ✓

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 provide two named roads. ✓

The proposed South elevation and South floor plan do not accord. Please amend accordingly. ✓

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 **23rd August 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.

pincag