



Thorns Young Ltd
232 London Road
North End
Portsmouth
Hants
PO20 9JQ

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: FP/167/11/
Your Ref:**

Please ask for:
Miss C Burrows
01903 737500 Ext 37459
25th August 2011

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

**Additional half storey height extension and increase height of roof incorporating side and rear dormers
Outram Lodge Outram Road Bognor Regis**

Thank you for your recent application which I received on 25th August 2011. It is being dealt with by Miss C Burrows 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 revised block/site plan with the proposed works either hatched or highlighted in accordance with the guidance notes available on our website detailed below (click on National List).

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 8th September 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

pmac42