

Mr FW Tsim
78A Felpham Road
Bognor Regis
West Sussex
PO22 7NZ

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Arun District Council
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Planning & Building Control General
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**Our Ref: FP/184/11/
Your Ref:**

Dear Mr Tsim

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445
26th September 2011

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

**Installation of double glazed windows
78A Felpham Road Bognor Regis**

Thank you for your recent application which I received on 21st September 2011. 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 :-

I require 1 electronic or 3 paper copies of a revised block/site plan to show the proposed works clearly highlighted, in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide 1 electronic or 3 paper copies of existing and proposed floor plans at a scale of 1:50 or 1:100 in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide 1 electronic or 3 paper copies of existing and proposed elevations in accordance with the guidance notes available on our website detailed below (click on National List).

The incorrect form and validation checklist have been submitted with this application. Please complete the enclosed form and checklist and return 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 10th October 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 sincerely