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Planning & Building Control General Enquiries
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website: www.arun.gov.uk/planning

**Our Ref: FP/194/12/
Your Ref:**

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

Dear Mr Knowles

19th October 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 Change of use from office (A2 Financial & Professional Services) to residential (C3 Dwelling Houses)
Location 119 Felpham Way Felpham

Thank you for your recent application which I received on 15th October 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 show the position of the rubbish/recycling area.

Please submit 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). You may send a plan with the elevations on it and label it 'Existing and Proposed Elevations'.

Please provide the above by **2nd November 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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