



FHG Planning Services
41 Swanwick Lane
Swanwick
Southampton
Hampshire
SO31 7DX

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/230/11/
Your Ref:

Dear Mrs Collins

Please ask for:
Mrs D Johnson
(01903) 737500 Ext 37762

9th January 2012

The Town and Country Planning Act 1990 (as amended)

**Erection of a 1 No 2 bedroom house
Side of Ivy Cottage 42 Flansham Lane Felpham**

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:-

This application requires a Flood Risk Assessment. Please refer to the guidance notes available on our website detailed below (click on Local 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 (Full Application Forms - Full application - 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 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 January 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 sincerely

Karl Roberts
Assistant Director Planning Services &
Housing Strategy