



Leeza Aldis-Hobbs
A M Design Architects

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/232/12/
Your Ref:**

**Please ask for:
Mrs J Grieves
01903 737711 x 37448**

Dear Ms Aldis-Hobbs

22nd November 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 Ground floor alterations and first floor extension with balcony
Location Felpham Sailing Club 21 Blakes Road Bognor Regis West Sussex

Thank you for your recent application which I received on 20th November 2012. It is being dealt with by Mrs J Grieves 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 £670 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)

Please forward amended elevation/floor plans. The ground floor south elevation shows a larger window that is shown on the elevation plan. The east elevation (female change & kitchen window) does not measure up correctly.

Please provide the above by **6th December 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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