



Mr T Murray
Flat 6 Middleton Court
57 Elmer Road
Middleton on Sea
Bognor Regis
PO22 6EH

Dear Mr Murray

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/233/11/**

Your Ref:

Please ask for:
Miss C Burrows
01903 737500 Ext 37459

16th December 2011

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

Front ground floor extension
28 Alfriston Close Felpham

Thank you for your recent application which I received on 15th December 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 location and block plan as the plans submitted do not scale 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 revised proposed elevations as there is either a window or a door missing from the side elevation in accordance with the guidance notes available on our website detailed below (click on National List).

Please submit 1 electronic or 3 paper copies of a revised proposed roof plan to clearly show the rooflights in accordance with guidance notes available on our website detailed below (click on National List) **shown on revised pro elevations.**

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 30th December 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

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

pmac42