



Mr B K Martin
32 Shalbourne Crescent
Bracklesham Bay
Chichester
West Sussex
PO20 8JY

Dear Mr Martin

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/235/11/

Your Ref:

Please ask for:

Mrs S Honney-Bayes
01903 737500 Ext 37445

20th December 2011

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

**Ground floor dining room extension
22 Summerhill Drive Felpham**

Thank you for your recent application which I received on 15th December 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 :-

Please provide 1 electronic or 3 paper copies of revised plans. There is a bedroom window shown on the existing and proposed south elevations which is shown on the north side on the existing and proposed first floor plans. Please amend.

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 3rd January 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.

Yours sincerely

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

pmac42