



Mr R Wilson
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**Our Ref: FP/25/13/
Your Ref:**

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

Dear Mr Wilson

18th February 2013

**Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended)
Application for Planning Permission**

Development Demolition of existing dwelling and erection of new property together with a new single car parking space and carport/workshop in rear garden
Location Fleet Cottage The Ridgway Bognor Regis West Sussex

Thank you for your recent application which I received on 12th February 2013. 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 :-

As your proposal is for the creation of between 1-6 housing units you are required to provide a signed unilateral undertaking legal agreement as part of your planning application submission together with the appropriate legal fee. The purpose of this agreement is to secure the required affordable housing financial contribution.

Full details of the affordable housing policy and in particular the requirements relating to schemes of 1-6 housing units can be found on the Council's website at the following link:

<http://www.arun.gov.uk/main.cfm?type=AFFORDABLEHOUSINGP>

Please forward an amended block plan to show position of proposed dwelling, car port & parking space and footprint of dwelling to be demolished

Please provide the above by **19th April 2013**. 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.

Yours sincerely

A handwritten signature in black ink, appearing to read 'KARL', with a long, sweeping horizontal flourish underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration