



Mr C Dowling
Hanover Housing Association
Hanover House
1 Bridge Close
Staines
TW18 4TB

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries
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Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning
Our Ref: FP/45/11/CLP
Your Ref:

Please ask for:
Mrs J Grieves
Technical Support Unit Assistant

Dear Mr Dowling

3rd March 2011

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

Application for certificate of lawfulness for a proposed use - Replacement timber windows and doors with PVCu
1-54 Gateway Lodge Felpham Road Felpham

Thank you for your recent application which I received on 3rd March 2011. 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 :-

The fee deposited with your application is incorrect. I suggest it should be £147.5. This would attract an additional fee of £72.5. I would be grateful if you would forward this amount to me as soon as possible.

Please provide 1 electronic or 3 paper copies of existing and proposed elevations/details of the windows

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/cgi-bin/buildpage.pl?mysql=3390>

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 17th March 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

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