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Minicom: 01903 732765
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website: www.arun.gov.uk/planning

**Our Ref: LU/104/13/
Your Ref:**

**Please ask for:
Miss C Burrows
extn 37459**

Dear Mr E Semi

29th April 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 Erection of a 3 Storey Building to Create 3 x 1 Bedroom Flats

Location 1 Willow Brook Wick Littlehampton

Thank you for your recent application which I received on 22nd April 2013. 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 :-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £ 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 submit 1 electronic or 3 paper copies of revised existing and proposed side elevations in accordance with the guidance notes available on our website detailed below (click on National List). The submitted side floor plans and elevations do not accord, there appears to be windows missing from the ground, first and second floor plans.

Please submit 1 electronic or 3 paper copies of existing and proposed roof plan in accordance with guidance notes available on our website detailed below (click on National List).

Please submit 1 electronic or 3 paper copies of an Affordable Housing Statement in accordance with the guidance notes available on our website detailed below (click on Local List)

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 provide the above by **25th June 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.

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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 be 'KARL', with a long, sweeping horizontal line underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration