



Mr Alistair Newton
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Arun District Council
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Planning & Building Control General
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Our Ref: M/24/11/
Your Ref:

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445

Dear Mr Newton

22nd March 2011

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

Erection of new ground floor rear extension, new dormer roof extension & minor alterations to the front facade
41 Southdean Drive Bognor Regis

Thank you for your recent application which I received on 17th March 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 :-

No fee accompanied your application as is required by the Regulations. I suggest that the required fee is £150 and would be grateful if you would forward this amount to me as soon as possible.

I require 1 electronic or 3 paper copies of a revised block/site plan showing the proposed works clearly highlighted, in accordance with the guidance notes available on our website detailed below (click on National List).

I require 1 electronic or 3 paper copies of a location plan 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 existing and proposed side elevations in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide a revised plan (drawing no. EX_010) marked as existing rear elevation. This plan is currently labelled as existing section AA.

Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Householder Forms - Household Extension - and click on Checklist)