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

Mr C Moore
Sussex Building Consultancy Limited
3 Northcote Road
Bognor Regis
West Sussex
PO21 5LZ

**Our Ref: M/26/13/**
**Your Ref:**

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

Dear Mr Moore

7th May 2013

**Town & Country Planning Act 1990 (as amended)**
**Town & country Planning (Development Management Procedure) (England) Order 2010 (as amended)**

**Application for Planning Permission for Works or Extension to a Dwelling**

**Development** Single storey extension & extension to first floor dormer

**Location** 12 Lane End Road Bognor Regis

Thank you for your recent application which I received on 30th 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 :-

Please submit 1 electronic or 3 paper copies of a revised block/site plan to inlcude 1 named road in accordance with the guidance notes available on our website detailed below (click on National List).

We require a full drainage environmental assessment if the means of foul drainage is not being connected to the existing public mains system. If the drainage is being connected to the existing mains system, please advise accordingly.

Please provide the above by **21st May 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

Karl Roberts
Assistant Director Planning & Economic Regeneration