ARUN
DISTRICT COUNCIL
Working in partnership with
South Downs
National Park Authority

Arun District Council
Arun Civic Centre
Maltravers Road
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Planning & Building Control General Enquiries
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website: www.arun.gov.uk/planning

Mr P Taylor
7 Kingsmead Gardens
Middleton on Sea
Bognor Regis
West Sussex
PO22 6NQ

**Our Ref: M/53/12/**
**Your Ref:**

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

Dear Mr P Taylor

19th July 2012

**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** Remove the existing conservatory & form new garden room, form new extensions to bedroom 3 & dressing room to master bedroom. Extend the width of the existing garage and connect roofs all as shown on the attached drawings.

**Location** 7 Kingsmead Gardens Bognor Regis

Thank you for your recent application which I received on 16th July 2012. 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 :-

I require 1 electronic or 3 paper copies of a revised location plan with the site clearly red edged in accordance with the guidance notes available on our website detailed below (click on National List).

Please could you confirm in writing that for the proposed works you will be connecting to the Mains Sewer.

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.

Please provide the above by **2nd August 2012**. 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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