



Mr Graham Jacobs
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Arun Civic Centre
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Planning & Building Control General
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning
Our Ref: M/5/11/NMA
Your Ref:

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

Dear Mr Jacobs

10th January 2011

**Application for a non-material amendment following a grant of planning permission M/6/09/
for installation of 2 rooflights on the rear elevation and 3 rooflights on the porch roof on the
front elevation
64 Sea Way Middleton-on-Sea**

Thank you for your recent application which I received on 5th January 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 :-

The fee deposited with your application is incorrect. I suggest it should be £170. This would attract an additional fee of £95. I would be grateful if you would forward this amount to me as soon as possible.

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 24th January 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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