



Mr M Holland
Flat 4 Charlotte House
Macklin Road
Bognor Regis
West Sussex
PO22 8BB

Dear Mr Holland

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

Our Ref: P/37/11/

Your Ref:

Please ask for:

Mrs D Johnson
(01903) 737500 Ext 37454
3rd May 2011

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

**Removal of existing garage (at front of property) and re-sitting of garage at rear of property
64 St Thomas Drive Pagham**

Thank you for your recent application which I received on 26th April 2011. It is being dealt with by Mrs D Johnson 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 block/site plan in accordance with the guidance notes available on our website detailed below (click on National List). Please highlight the proposed works.

The existing and proposed West and South floor plans do not accord with the existing and proposed West and South elevations. Please amend accordingly.

The proposed North floor plan does not accord with the proposed North elevation. Please amend accordingly.

Please provide proposed floor plans and proposed elevations for the new garage that is being sited at the rear of the property.

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 17th May 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

pmac42