



Paul Nye Limited
Paddock House
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**Our Ref: P/54/12/
Your Ref:**

**Please ask for:
Mrs D Johnson
01903 737762**

Dear Mr Nye

6th 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 Relocation of the existing rear conservatory to the front, new rear conservatory, install patio windows and glazed screens to first floor rooms and install cladding to first floor level of the rear elevation

Location 9 Viscount Drive Bognor Regis

Thank you for your recent application which I received on 29th June 2012. 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 :-

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 a cheque for this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices) ✓

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 provide one named road. ✓

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 **20th July 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.