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**Our Ref: P/55/12/
Your Ref:**

**Please ask for:
Mrs S Honney-Bayes
extn. 37445**

Dear Mr Quantrill

5th 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 Front in-fill extension between garage & lounge & alterations to roofline over garage & new extension. Conversion of garage to habitable space & replacement of rear conservatory with extension under Permitted Development

Location 9 Durham Close Bognor Regis

Thank you for your recent application which I received on 2nd July 2012. 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 :-

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)

Please provide 1 electronic or 3 paper copies of a revised existing floor plan to show the garage door.

Please submit 1 electronic or 3 paper copies of existing and proposed roof plans.

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 **19th 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.

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