

ARUN DISTRICT COUNCIL

14 SEP 2011

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21 Priors keep
Fleet
Hampshire
GU52 7LB

12 September 2011

Peter Cleveland
Planning Department
Arun District Council
Arun Civic Centre
Maltavers Road
Littlehampton
BN17 5LF

CLP / PXC

Dear Sir/Madam

Ref: Seaspray, 14 East Front Road, Pagham, PO21 4SU

Further to our telephone conversation on Monday 5 September I would like to request permission to change the current flat roof with pitched roofs on the above property. I enclose drawings of the existing and proposed structures and also photographs of the existing bungalow.

There are currently 2 sections of flat roof as shown on the attached diagram. At this stage we are most concerned with the section on the sea side of the property as this has a leak which has defied resolution. We would like to change the existing flat roof to a pitched roof inline with the current pitched roof. I understand from our conversation that this would be acceptable if it is in line with the existing pitched roof.

At some point later I would also like to change the flat roof on the road side of the property, again in line with the current pitch in order to prevent similar problems and provide a more maintenance free solution. My insurance company currently require regular reports on both flat roofs in order to continue insurance policy, therefore changing the roof line would remove this requirement.

I understand from our phone call that I won't need to lodge formal planning permission but would need a letter from you confirming that the changes are acceptable.

I am not familiar with the procedure, so if I have omitted any essential information please contact me on 01252 810251 or 07956 413044 or at [REDACTED] and I will obviously help as much as I can. If at all possible it would be great to understand how long this process will take so that I can schedule some currently urgent repairs to the leaking roof.

[REDACTED]
Samantha Falconer