



A M Design
1 The Grove
Felpham
Bognor Regis
West Sussex
PO22 7EY

Dear Mrs L Aldis-Hobbs

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: WA/55/11/

Your Ref:

Please ask for:

Miss C Burrows
01903 737500 Ext 37459

14th June 2011

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

**Removal of part existing roof with parapet walls. New first floor extension top form master bedroom suite
Swallow Shaw The Street Walberton**

Thank you for your recent application which I received on 8th June 2011. It is being dealt with by Miss C Burrows 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 :-

Please provide 1 electronic or 3 paper copies of revised proposed elevations as the First floor plan and elevation do not match, in accordance with the guidance notes available on our website detailed below (click on National List).

Please confirm in writing and on the application the site address, our records and your plans show the site as Swallow Shaw however the application forms say Shallow Shaw - Please confirm.

Please submit 1 electronic or 3 paper copies of existing and proposed roof plan in accordance with guidance notes available on our website detailed below (click on National List).

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 28th June 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

pmac42