

Mr B Butcher  
Rainbow Cottage  
Nyetimber Lane  
Aldwick  
West Sussex  
PO21 3JX

Please ask for: Nicola Moore  
Email: [nicola.moore@arun.gov.uk](mailto:nicola.moore@arun.gov.uk)  
Telephone: Ext 37944  
Our Ref: BR/112/20/PL  
Your Ref:  
Date: 14th May 2020

Dear Mr Butcher,

**Town & Country Planning Act 1990 (as amended)**  
**Town and Country Planning (Development Management Procedure) (England) Order 2015**

**Application for Planning Permission**

**Development:** Single storey rear extension  
**Location:** 14a Canada Grove Bognor Regis PO21 1DN

Thank you for your recent application which I received on 13th May 2020. It is being validated by Nicola Moore who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

No fee accompanied your a application. I suggest that the required fee is £.00 and would be grateful if you would either make payment on line at

<https://www1.arun.gov.uk/external/PaymentOnline.ofml>

or forward a cheque made payable to Arun District Council as soon as possible. Please note we cannot accept cash.

For further detailed information on validation requirements please go to our website and refer to the requirements list for this type of application: <http://www.arun.gov.uk/making-a-planning-application>

If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **28th May 2020** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



**Neil Crowther**  
**Group Head of Planning**

For details of how the Council will deal with your data please refer to our privacy notices on the website [www.arun.gov.uk/planning-privacy-statements](http://www.arun.gov.uk/planning-privacy-statements)

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.