



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

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: P/100/12/
Your Ref:**

**Please ask for:
Miss C Burrows
extn 37459**

Dear Mr Butcher

14th December 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 Proposed creation of new 1st floor & raised tiled roof.

Location 1 Downlands Close Pagham

Thank you for your recent application which I received on 6th December 2012. 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 submit 1 electronic or 3 paper copies of revised existing and proposed south elevations and the plans submitted do not accord with the floor plans, there appears to have been a window omitted in accordance with the guidance notes available on our website detailed below (click on National List).

Please provide the above by **28th December 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.

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.

If this letter has crossed with you providing the information, please ignore it.

pincag1

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Karl Roberts', with a long, sweeping horizontal line underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration