



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

Dear Mr Butcher

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](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

**Our Ref: P/3/12/**

**Your Ref:**

**Please ask for:**

Miss K Garner  
01903 737500 Ext 37467

24th January 2012

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

**Single storey extension  
Rainbow Cottage Nyetimber Lane Pagham**

Thank you for your recent application which I received on 20th January 2012. It is being dealt with by Miss K Garner 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 3 copies or 1 electronic copy of amended application forms with the correct ownership certificate and agricultural holdings certificate signed and dated.

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 7th February 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.

Yours sincerely

Karl Roberts  
Assistant Director Planning Services &  
Housing Strategy

pmac42