



Mr James Roberts
RMR Architecture Ltd
RMR Architecture Ltd
5 St Johns Parade
Alinora Crescent
Goring-by-Sea
BN12 4HJ
United Kingdom
Dear Sir

Our reference: AWD/0275/26/INVAL
Please ask for: Dawn Anthony-Unsted
Email: Dawn.Anthony-Unsted@adur-
worthing.gov.uk
Date: 3rd March 2026

Proposed loft conversion and internal alterations

8A Eirene Road Worthing West Sussex BN12 4DJ

With reference to your submission in respect of the above before it can be registered and processed, I should be pleased if you would attend to the following point(s):-

Please submit Existing and Proposed roof plans,

1:100 Sections (Existing and Proposed) are required if the proposal is rooms in roof, to conform to the headheight standards in the NDSS.

Please ensure that any amended plans have a revised number/revision added to the title so that the latest can easily be identified. I would be grateful for your early response to avoid any further delay with validation; please clearly mark for my attention quoting the above reference and either submit by post or by email to **Dawn.Anthony-Unsted@adur-worthing.gov.uk and not through the Planning Portal.**

Once this information is received your application will be registered as quickly as possible.

Yours faithfully,

Dawn Anthony-Unsted
Technician