ADUR
DISTRICT COUNCIL

Civic Centre, Ham Road, Shoreham-by-Sea, West Sussex, BN43 6PR
Tel: (01273) 263222 Fax: (01273) 263203 (Calls may be recorded)
www.adur.gov.uk DX 59765 Shoreham-by-Sea
e-mail: developmentcontrol@adur.gov.uk

Development Control

Neighbours Notified List

Reference: ADC/0266/09

Date Letters Sent: 15th July 2009

Proposal: Change of use from offices (Class B1a) to a one-bedroom flat and a two-bedroom maisonette (Class C3) with associated minor alterations

Location: 5 Church Street Shoreham-by-Sea West Sussex BN43 5DQ

Neighbours Notified

Star Cottage, 2 Church Street
4 - 8 Church Street, Shoreham-by-Sea
3 Church Street, Shoreham-by-Sea
1 Church Street, Shoreham-by-Sea
2 River View, Church Street
1 River View, Church Street
16a - 16b High Street, Shoreham-by-Sea
18a High Street, Shoreham-by-Sea
22 - 26 High Street, Shoreham-by-Sea
18 High Street, Shoreham-by-Sea
16 High Street, Shoreham-by-Sea
9 Church Street, Shoreham-by-Sea

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The Owner/Occupier
9 Church Street
Shoreham-by-Sea
West Sussex
BN43 5DQ

Our reference:	ADC/0266/09
Please ask for:	Keith Morgan
Direct Line:	01273 263239
Date:	15th July 2009

Dear Sir/Madam,

Proposed Development
Change of use from offices (Class B1a) to a one-bedroom flat and a two-bedroom maisonette (Class C3) with associated minor alterations

Location of Development
5 Church Street Shoreham-by-Sea West Sussex BN43 5DQ

I am writing to advise you that the Council has received a planning application as summarised above. The application is available for inspection at: Help Point, Civic Centre, Ham Road, Shoreham-by-Sea, between 8.30am and 5.30pm Monday to Thursday and 8.30am and 5.00pm on Friday. Applications can also be viewed on the Council's website at www.adur.gov.uk but can take up to 5 working days to appear.

The Council is expected to make a decision within eight weeks of receipt of the application. It will take into account any comments received in writing, either for or against the application.

If you wish to **comment**, you should do so in writing, quoting the reference number above, to the Planning Division at the above address within 21 days of the date of this letter (a pre-printed form is enclosed for this purpose).

For your assistance, listed below are examples of relevant and irrelevant planning considerations that the Council can consider in assessing proposals and those which it cannot.

Examples of relevant planning considerations are:-

- Planning policy,
- Previous decisions,
- Highway safety, traffic and parking,
- Noise, disturbance, traffic and smells,
- Design, appearance, materials, character,
- Overlooking, loss of privacy and light,

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- Effect on trees,
- Effect on Listed Buildings and Conservation Areas.

Examples of irrelevant planning considerations are:-

- Matters controlled by other legislation, e.g. licensing, private property rights/covenants,
- Effect on value of property,
- Personal or financial circumstances,
- Loss of view,
- Moral or religious issues.

The application may be decided by the Development Control Committee comprised of elected Councillors or by officers under delegated powers. In either instance all comments received by the Council will be very carefully considered before a decision is made. All reports to Committee, background papers, file notes clarifying officer's recommendations and decision notices will be available for public inspection on the case file as soon as they become available. Decision notices will include reasons for the decision and conditions attached to any grant of planning permission. The latter will include those matters to be resolved by submission of later details/information (e.g. details of materials to be used).

Development Control Committee meetings are open to the public and you are welcome to attend when this application is considered. You will only be allowed to speak on the application at the meetings if you have answered YES to the question on the form enclosed with this letter and supplied a first class stamped address envelope. You will be informed in due course of the date of the meeting and sent an explanatory leaflet.

If you would like some assistance on making your comments heard, you may wish to contact your local Councillor who will be able to advise. To find out who your local Councillor is please contact Democratic Services on 01273 263020.

All correspondence received regarding planning applications will be held on the planning files and will be available for public inspection in person at the Council offices and on the Council's website. In the event of an appeal being lodged with the Planning Inspectorate by the applicant against the Council's decision, all correspondence will also be forwarded to the Inspectorate and to the applicant.

Letters will not normally be acknowledged but if you require an acknowledgement and to be informed of the outcome of the application you are requested to submit two stamped addressed envelopes.

Yours faithfully

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Keith Morgan
Planning Services Manager