ADUR
DISTRICT COUNCIL

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Development Control

Mr Ben Whitby
15 West Street
Shoreham-By-Sea
West Sussex
BN43 5WF

Our reference: AWDM/0945/11

Please ask for: Neil Terry

Direct Line: 01903 221073

Date: 21st December 2011

Dear Mr Whitby

Town and Country Planning Act 1990 (as amended by the Planning and Compensation Act 1991)

External air-conditioning units and ventilation outlets for veterinary surgery (retrospective)

120 High Street Shoreham-By-Sea West Sussex BN43 5DB

I am writing to inform you that the above planning application is due to be considered by the Planning Committee at its next meeting at 7pm on 9 January 2012 at the Council Chamber, Civic Centre, Shoreham-by-Sea. The application and associated correspondence and the planning officer's report can be viewed on the Council's website.

The Council has provision for public speaking at Planning Committee meetings. If you would like to take this opportunity to make your representations verbally please register your intention to speak by contacting one of the Democratic Services Officers, Heather Kingston on 01903 221006 or Neil Terry on 01903 221073, by **12.00 noon** on the working day before the Committee meeting (i.e. normally the Friday prior to the Committee meeting on the Monday).

In accordance with the Council's agreed protocol, there will be a maximum of 3 minutes allowed for the applicant/agent/supporters to speak and a maximum of 3 minutes for objectors. Where the Committee Chairperson allows more than one objector to speak, the time will be divided equally between the objectors (unless they come to some other arrangement between themselves). In exceptional cases, the Chairperson may agree to extend the time periods.

Further details of our public speaking procedures are available from the Council's website under 'Public Speaking' or by contacting the Planning Services Section on 01273 263222.

Yours faithfully



Keith Morgan
Planning Services Manager