14 Stirling Way
Moreton-in-Marsh
Gloucestershire
GL56 0GS
www.ocplanning.co.uk

OXFORD & COUNTRY
• PLANNING •

Office: 01608 652775
Mobile: 07435 446072
Email: mike.robinson@ocplanning.co.uk

Worthing Borough Council
Development Management
Economy Directorate
Portland House
44 Richmond Road
Worthing
West Sussex
BN11 1HS

20th January 2024

Dear Sir/Madam,

Application for the installation of two first floor windows to the rear (north) elevation of Unit 7, Northbrook Business Park, Worthing, West Sussex, BN14 8PQ

Planning Portal Reference: PP-12819177

Oxford & Country Planning act on behalf of Rachael's Kitchen.

My client has today submitted a planning application to insert two first floor windows in the rear elevation of Unit 7 on the Northbrook Business Park in Worthing.

Rachael's Kitchen is an established business within Worthing making cupcakes. The business currently occupies Unit 9 but will be moving into Unit 7.

The two proposed windows (one 1.82m wide, the other 4m wide and both just over 1m high) would serve two upstairs offices.

There would be no overlooking of the rear gardens of properties in Clarendon Road to the north due to the high degree of screening from the line of existing mature trees on the boundary.

It is noted that a very similar planning application for the installation of two first floor windows on the rear elevation of the adjoining Unit 6 (ref. AWDM/1125/18) was permitted by the Council on 28th September 2018.

The following information has been submitted via the Planning Portal in support of the application :

- This covering letter;
- Completed application form;
- Roof, Proposed First Floor Plan, Rear Elevations and Location Plan – Drawing No. E-RK001-OAK-XX-01, including:
  01 Plan View on Unit 7 Roof - scale 1:100
  02 Proposed First Floor Plan - scale 1:100
  03 Site Location - scale 1:750
  04 Existing North Elevation - scale 1:50
  05 Proposed North Elevation - scale 1:50
- General Arrangement Ground Floor – Drawing No. GA-RK001-OAK-00-01; and
- General Arrangement Mezzanine – Drawing No. GA-RK001-OAK-01-02

The application fee of £578 (plus £64 service charge) will be paid by my client via the Planning Portal.

I trust that the abovementioned details are sufficient to register the application but please feel free to contact me should you require any further information or clarification.

Kind regards



Mike Robinson BA (Hons) DipTP MRTPI
Director
Office: 01608 652775
Mobile: 07435 446072
Email: mike.robinson@ocplanning.co.uk
Web: www.ocplanning.co.uk

Oxford & Country Planning Ltd is a company registered in England and Wales. Company number 12760761. Registered office 14 Stirling Way, Moreton-in-Marsh, Gloucestershire, GL56 0GS.