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

Stephen Bromley Associates
5 West Street
Shoreham By Sea
West Sussex
BN43 5WF

Our reference:	ADC/0478/09/INVAL
Your reference:	
Please ask for:	Dawn Ayres
Direct Line:	01273 263213
Date:	15th December 2009

Dear Sir/Madam

Change of use of existing first-floor office to a one-bedroom flat (in association with addition of 2 new flats at rear permitted under ADC/0367/09)

32A East Street Shoreham-by-Sea West Sussex BN43 5ZD

With reference to your recent application 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):-

1 The correct fee for this application is £335; Please provide a cheque made payable to Adur District Council for the balance of £185.

2 The existing floor plan seems incorrect as it shows a flat, not an office.

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

Yours faithfully,

Senior Administrative Officer