The Planning Inspectorate

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Mrs D Aylmore
Adur District Council
Planning & Development Services
Department
Civic Centre
Ham Road
Shoreham By Sea
West Sussex
BN4 6PR

Your Ref: ADC/0162/10

Our Ref: APP/Y3805/D/10/2133397

Date: 3 August 2010

Dear Mrs Aylmore

Town and Country Planning Act 1990
Appeal by Shirley Crosskey
Site at 21 Millcroft Avenue, Southwick, BN42 4RU

I have received an appeal form and documents for this site. I am your case officer, if you have any questions, please contact me.

I have checked the papers and confirm that the appeal is valid. If I find out later for any reason this is not the case, I will write to you again.

The appellant has requested the written representations procedure. We have applied the criteria and considered all representations received, including the appellant's preferred choice. We consider that the **Householder Appeals Service (HAS)** is suitable and we intend to determine this appeal by this procedure.

If you believe the HAS is not appropriate for this appeal, you should email us immediately setting out the reasons why you think this is so. Please note there must be exceptional reasons for us to agree to a procedure other than the HAS.

The date of this letter is the **starting date** for the appeal.

Sending documents to us and looking at the appeal

For the HAS we expect to work with you electronically, and will correspond with you by email regarding this appeal. Only in exceptional circumstances will we send you a hard copy in the post.

You can look at this case using the Planning Casework Service
http://www.pcs.planningportal.gov.uk/pcsportal/casesearch.asp
by typing in the appeal reference number and clicking on "Search for Cases". You can then submit any documents by using the "Submit a questionnaire" section at the bottom of the page.

INVESTOR IN PEOPLE

The following documents must be sent within this timetable.

By 5 working days from the start date

You must notify any statutory parties and any other interested persons who made representations to you that the appeal has been made. The HAS procedure does not offer an opportunity for interested parties to comment at the appeal stage. However, any representations they may have made to you regarding the original planning application will be forwarded to us and the Inspector will take full account of these representations when deciding the appeal.

You should also advise them that the appeal documents can be viewed at your offices (or on your website) and that the Inspector's decision (when it is issued) and information regarding the progress of this appeal, can be accessed via the Planning Portal (www.planningportal.gov.uk/pcs). You should also tell them they can request a paper copy of the appeal decision when it is issued, from your office.

You must send me a copy of a completed appeal questionnaire, which should include all supporting documentation, preferably via the Planning Portal. Please also send a copy of the questionnaire and documents to the appellant's agent using their preferred method of communication as specified on their appeal form.

While you have no right to submit an appeal statement, you should draw the Inspector's attention to any factual inaccuracies or matters in the grounds of appeal that are materially different to those referred to at application stage. This should be in the form of a short note setting out only the inaccuracies/material differences and should not include areas involving a value judgement. You should email your comments to me alongside the questionnaire or sooner if you recognise it is necessary, quoting the case reference number above.

Site visit

We will arrange for one of our Inspectors to visit the appeal site. The Inspector will conduct the site visit alone. If it is decided that the Inspector needs to enter the site we will write to the appellant's agent advising of the need to attend in order to provide access for the Inspector. Inspectors will not accept any documents or discuss the appeal at the site visit. You are not required to attend the site visit.

Costs

The appellant has been directed to our advice pamphlet '*Costs awards in planning appeals*'. If you wish to make an application for an award of costs, you must do so within 14 days of this letter. Any application received later than this will be treated as "out of time" and will not be considered.

Further information

Further information on the appeals process can be found in our Good Practice Advice Notes. These notes can be accessed at:
http://www.planningportal.gov.uk/england/public/planning/appeals/guidance or you can contact me if you want a hard copy of any of the notes. Advice on the HAS is in GPA Note 02/2009. I recommend that you read the relevant guidance.

Yours sincerely

pp Catherine Evans