Adur District Council

Planning, Regeneration and Wellbeing

Mr Martin Preece
Adur and Worthing Home Improvements
Portland House
44 Richmond Road
Worthing
West Sussex
BN11 1HS

Our reference: AWDM/0577/14

Please ask for: Heather Kingston

Direct Line: 01903 221006

Date: 19th June 2014

Dear Mr Martin Preece,

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

Steps and platform to front door.

9 Withy Patch Caravan Park Old Shoreham Road Lancing West Sussex

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 30 June 2014 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, 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 in this instance.

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 01903 221065.

Yours faithfully

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Gary Peck
Planning Services Manager