Planning Services, Adur District Council

Civic Centre,
Ham Road,
Shoreham-by-Sea,
West Sussex,
BN43 6PR

Tel : (01273) 263222 (calls may be recorded)
website : www.adur.gov.uk
e-mail : developmentcontrol@adur.gov.uk

ADUR DISTRICT COUNCIL

ADUR DISTRICT PLANNING D

PLAN No. A2d0324108

DATE RECEIVED 20 JUN 2008

Householder Application for Planning Permission for works or extension to a dwelling.
Town and Country Planning Act 1990

Publication of planning applications on council websites

Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.

If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the council's website, please contact the council's planning department.

Please complete using block capitals and black ink.
It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	MR
First name:	MARCO
Last name:	DE CAPRIO
Company (optional):	
Unit:	
House number:	229
House suffix:	
House name:	
Address 1:	HARBOUR WAY
Address 2:	
Address 3:	
Town:	SHOREHAM-BY-SEA
County:	W. SUSSEX
Country:	
Postcode:	BN43 5HZ

2. Agent Name and Address

Title:	MR
First name:	ROBIN
Last name:	SPENCE
Company (optional):	ROBIN SPENCE ARCHITECTS
Unit:	
House number:	7
House suffix:	
House name:	
Address 1:	ROSSLYN ROAD
Address 2:	
Address 3:	
Town:	SHOREHAM. BY-SEA
County:	W. SUSSEX
Country:	
Postcode:	BN43 6WL

3. Description of Proposed Works

Please describe the proposed works:

ENLARGEMENT OF GROUND FLOOR GARAGE, AND CONVERSION OF LOFT, INCLUDING INCREASE OF ROOF PITCH.

3. Description of Proposed Works (continued)

Has the work already started? ☐ Yes ☑ No

If Yes, please state when the work was started (DD/MM/YYYY): _____ (date must be pre-application submission)

Has the work already been completed? ☐ Yes ☐ No

If Yes, please state when the work was completed (DD/MM/YYYY): _____ (date must be pre-application submission)

4. Site Address Details

Please provide the full postal address of the application site.

Unit: _____ House number: 229 House suffix: _____

House name: _____

Address 1: HARBOUR WAY

Address 2: _____

Address 3: _____

Town: SHOREHAM-BY-SEA

County: W. SUSSEX

Postcode (optional): BN43 5HZ

5. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? ☐ Yes ☑ No

Is a new or altered pedestrian access proposed to or from the public highway? ☐ Yes ☑ No

Do the proposals require any diversions, extinguishments and/or creation of public rights of way? ☐ Yes ☑ No

If Yes to any questions, please show details on your plans or drawings and state the reference number(s) of the plan(s)/ drawing(s):

6. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ☑ Yes ☐ No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much possible: ☐

Officer name: HANNAH BARKER

Reference: ADC/0022/08

Date (DD MM YYYY): 04/06/2008
(must be pre-application submission)

Details of the pre-application advice received:

RECOMMENDED SUBMISSION OF PLANNING APPLICATION, WITH ADDITION OF ELEVATION OF 227, 229 AND 231 HARBOUR WAY, AND LETTERS OF SUPPORT FROM BOTH NEIGHBOURS.

7. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your boundary? ☐ Yes ☑ No

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings:

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? ☐ Yes ☑ No

If Yes, please show on your plans which trees by giving them numbers e.g. T1, T2 etc, state the reference number of the plan(s)/ drawing(s) and indicate the scale.

8. Parking

Will the proposed works affect existing car parking arrangements? ☐ Yes ☑ No

If Yes, please describe:

9. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council? ☐ Yes ☑ No

If Yes, please provide details:

10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know	Drawing references if applicable
Walls	BRICK AND WHITE PLASTIC WEATHERBOARD	BRICK AND WHITE, TIMBER WEATHERBD (UPPER LEVEL)	☐	☐	S-09, S-10. A-08, A-09
Roof	CONCRETE TILES	CONCRETE TILES (AS EXISTING)	☐	☐	S-06, S-08 A-05, A-06
Windows	WHITE PLASTIC	WHITE ALUMINIUM	☐	☐	S-06, S-07, S-08, S-09 A-05, A-06, A-07, A-08
Doors	WHITE PLASTIC	WHITE ALUMINIUM	☐	☐	S-06, S-07, S-09 A-07, A-08
Boundary treatments (e.g. fences, walls)			☑	☐	
Vehicle access and hard-standing			☑	☐	
Lighting			☑	☐	
Others (please specify)			☐	☐	

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? ☑ Yes ☐ No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

EXISTING PLANS, SECTIONS AND ELEVATIONS, S-01 TO S-10 INCL.
LETTERS OF SUPPORT FROM NEIGHBOURS
PLANNING STATEMENT.

11. Certificates

One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which the application relates.

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):
	[redacted]	13/06/2008

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which this application relates.

Name of Owner	Address	Date Notice Served

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of the land or building, or of a part of it , but I have/ the applicant has been unable to do so.

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):	On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):

11. Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

AGRICULTURAL HOLDINGS CERTIFICATE

Town and Country Planning (General Development Procedure)Order 1995 Certificate under Article 7

Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of, an agricultural holding.

Signed - Applicant:

Or signed - Agent: [redacted]

Date (DD/MM/YYYY): 19/06/2008

B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

Name of Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

12. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

3 copies of a completed and dated application form: ☑

3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North: ☑

3 copies of other plans and drawings or information necessary to describe the subject of the application: ☑

3 copies of a design and access statement where proposed works fall within one of the following designated areas: ☐

- National Park
- Site of special scientific interest
- Conservation area
- Area of outstanding natural beauty
- World Heritage Site
- The Broads

The correct fee: Paid ☐

3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings): ☐

3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable): ☑

13. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information.

Signed - Applicant:

Or signed - Agent: [redacted]

Date (DD/MM/YYYY): 13/06/2008 (date cannot be pre-application)

$Date: 2007/08/22 15:20:03 $ $Revision: 1.52 $

14. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension number:

Country code: | Mobile number (optional): [redacted]

Country code: | Fax number (optional):

Email address (optional):

15. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:
	01273 464311	

Country code: | Mobile number (optional): 07968 169909

Country code: | Fax number (optional): 01273 464311

Email address (optional):

16. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? ☑ Yes ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? *(Please select only one)* ☐ Agent ☑ Applicant ☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name: | Telephone number:

Email address:

PLANNING
PLAN No. ADC032208
RECEIVED 20 JUN 2008

PLANNING STATEMENT

Site Address: 229 Harbour Way, Shoreham-by-Sea, BN43 5HZ
Proposed Works: Loft conversion including raising the existing ridge-height, and enlargement of existing garage

Background:

This revised planning application is submitted following the refused application ADC/0022/08 in March 2008. Further to several meetings and conversations with Hannah Barker and the owners of neighbouring properties (231 and 227) the revised scheme is now proposed having carefully considered the expressed views of all parties.

Existing:

The existing property is a 3 bedroom detached bungalow with single garage attached to side. 229 forms part of a small development of four similar bungalows built in the early 70's.

Use:

The proposal is to slightly raise the height of the roof ridgeline and convert the roof space into a useable space. The new works will provide space for an eaves style bedroom, bathroom and internal access to the existing terrace to the rear of the property.

Amount:

The roof ridge height will be increased by not more than 1 metre, and the roof pitch will not exceed 37.5°

Layout:

The new ground floor layout will allow for a new staircase to be positioned in the proposed entrance area. The first floor bedroom and bathroom will be accessed from the new second floor landing.

Scale:

By keeping the new increased height and roof pitch to the absolute minimum to provide a useable space within, the original character is easily retained.

Appearance:

Where possible the client is keen to retain the original design and character of 229 and maintain a consistent street scene with neighbouring properties. Larger increases to both the ridgeline and pitch (40° and 45°) were considered, as was the use of dormers. Whilst these schemes would provide considerably more useable roof space for my client, initial sketches showed the proposals to be unsympathetic to the existing building and unsightly in appearance.

Therefore the client has opted for the attached loft conversion proposal. In achieving the minimum of useable space within the loft area, the proposal is able to show very modest changes to height, design and scale to the existing building. It is considered that the changes will maintain a consistent appearance with the adjacent properties of 231 and 227, and that the general uniformity of the existing street scene will be unaffected. The roof tiles and weather boarding will match the existing.

Letters supporting this proposal from the owners of properties 231 and 227 are attached.

231 Harbour Way
Shoreham-by-Sea
West Sussex
BN43 5HZ
[redacted]

PLANNING DIVISION
PLAN No. A0b32408
DATE RECEIVED 20 JUN 2008

17th May 2008

To whom it may concern

Re: 229 Harbour Way, Shoreham-by-Sea, proposed building alterations

My neighbours have informed me that they wish to enhance their property by developing the current loft space.

After reviewing the proposed plans, I wish to express my agreement with the alterations and I recommend that they are granted permission to action the works.

Please contact me should you require any corroboration of my agreement.

Yours faithfully,

[redacted]

Mr C Scriven

227 Harbour Way
Shoreham By Sea
West Sussex
BN43 5HZ
[redacted]

PLANNING
PLAN No. AX6324/08
DATE RECEIVED 20 JUN 2008

23 May 2008

To whom it may concern

Re: Proposed Building Alterations to Neighbour's Property, 229 Harbour Way

Our Neighbours have discussed with my wife and I alterations they wish to make to their property, mainly consisting of changing the pitch of the roof thus raising the apex to provide accommodation within. Other minor changes were also included within the plans.

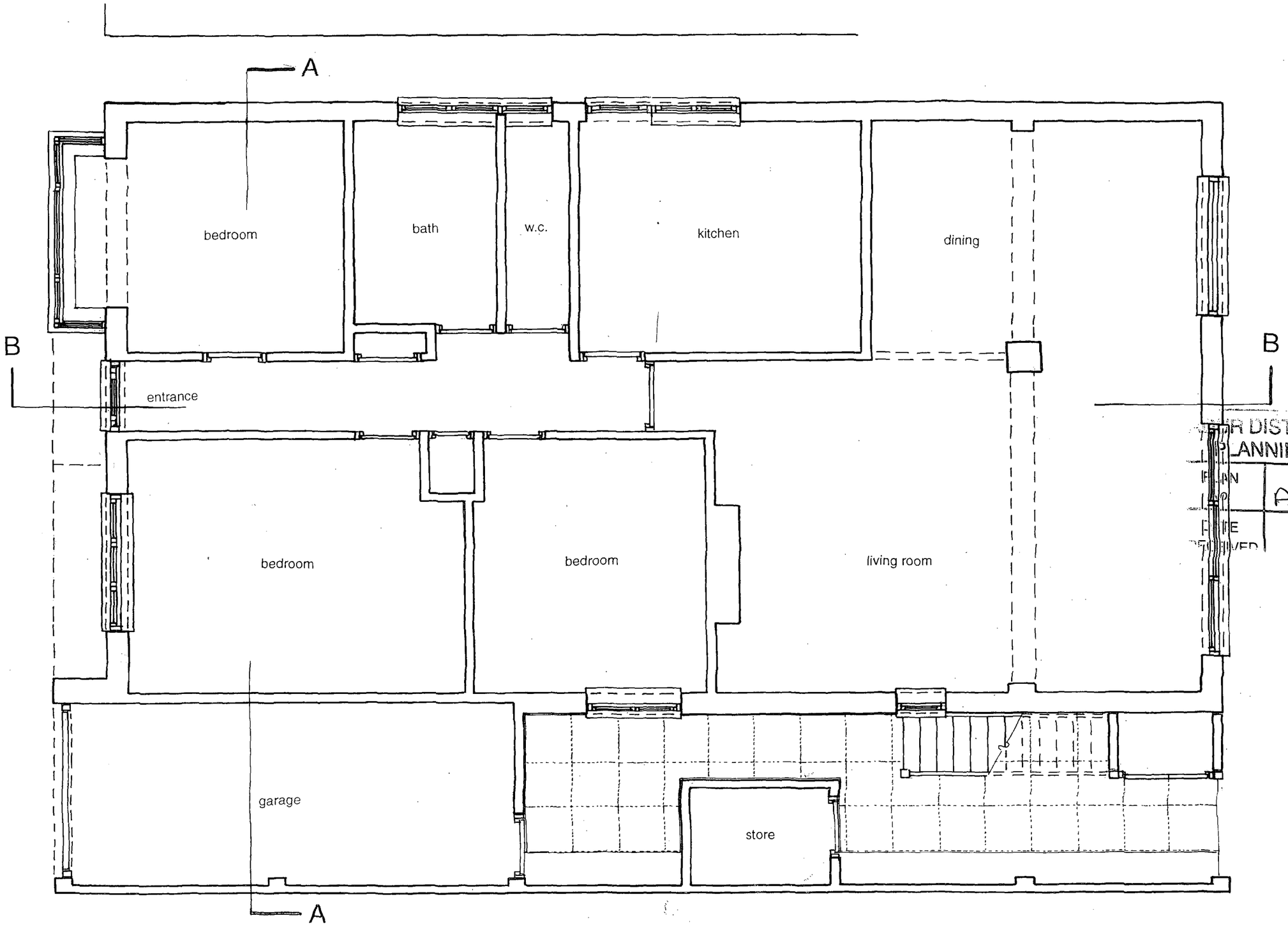
My wife and I are in full support of these alterations and feel they will enhance the property. We therefore recommend that these proposals be granted planning permission.

Please feel free to contact us if you require any further corroboration to our support of these plans.

Yours Sincerely

[redacted] [redacted]

Ian Knight Bridget Knight



R DISTRICT COUNCIL
PLANNING DIVISION
PLAN NO. Ad6324/08
DATE RECEIVED 20 JUN 2008

N

Do not scale off dimensions Check dimensions on site

Revisions & Notes

Scale
1:50

Date
Nov 2007

Drawing number
S-01

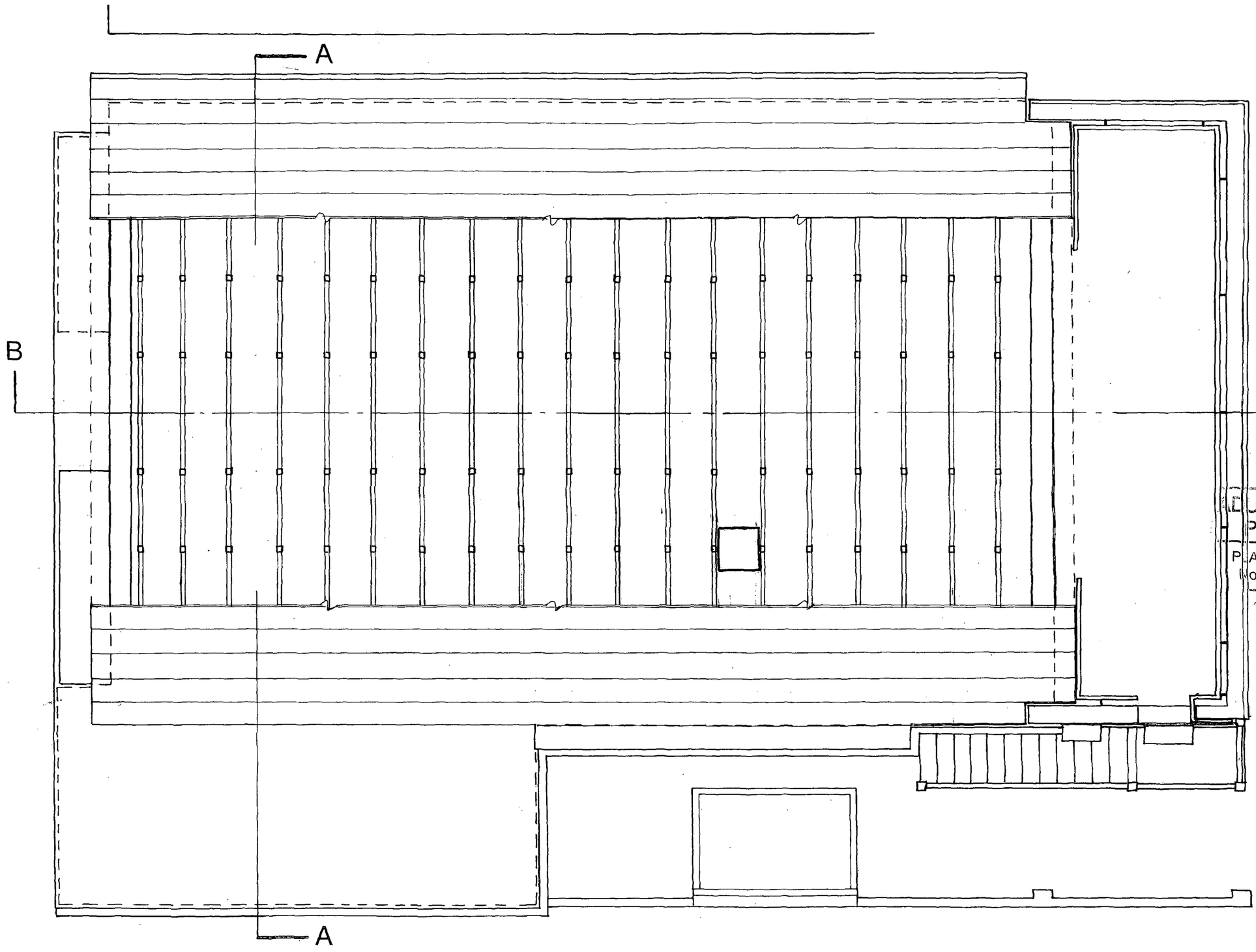
Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
ground floor plan
existing

Robin Spence Architects
The Lookout
Higher Fore Street
Marazion
Cornwall TR17 0BA
tel 0736 711112

7 Rosslyn Road
Shoreham-by-Sea
West Sussex BN43 6WL
tel 01273 464311



ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. AD/0324/07
RE
20 JUN 2008

N

Do not scale off dimensions Check dimensions on site

Revisions & Notes

Scale
1:50

Date
Nov 2007

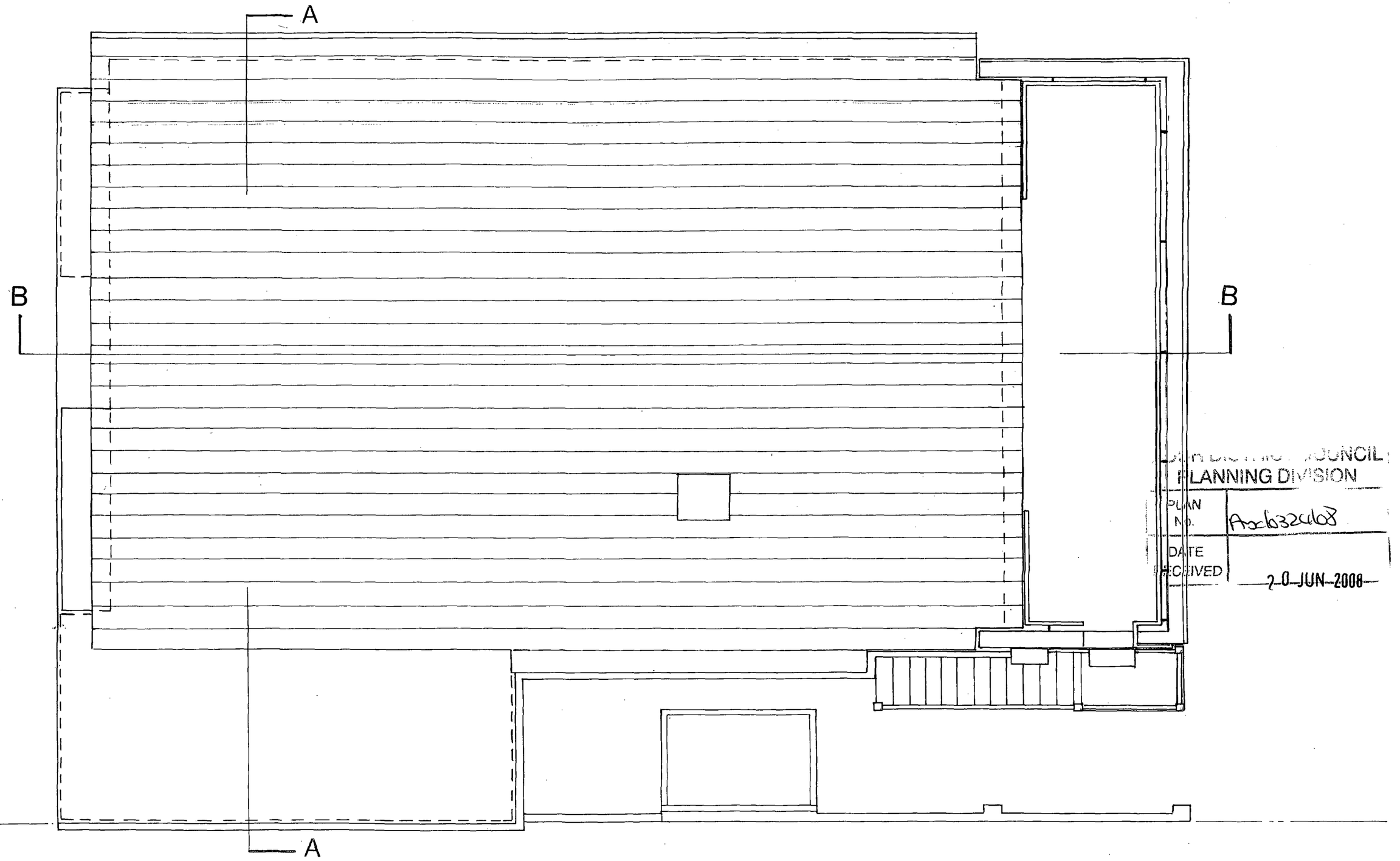
Drawing number
S-02

Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
first floor plan
existing

Robin Spence Architects
7 Rosslyn Road
Shoreham-by-Sea
West Sussex BN43 6WL
tel 01273 464311



PLANNING DIVISION
PLAN No. Arch32408
DATE RECEIVED 20 JUN 2008

N

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Revisions & Notes

Scale
1:50

Date
Nov 2007

Drawing number
S-03

Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
roof plan
existing

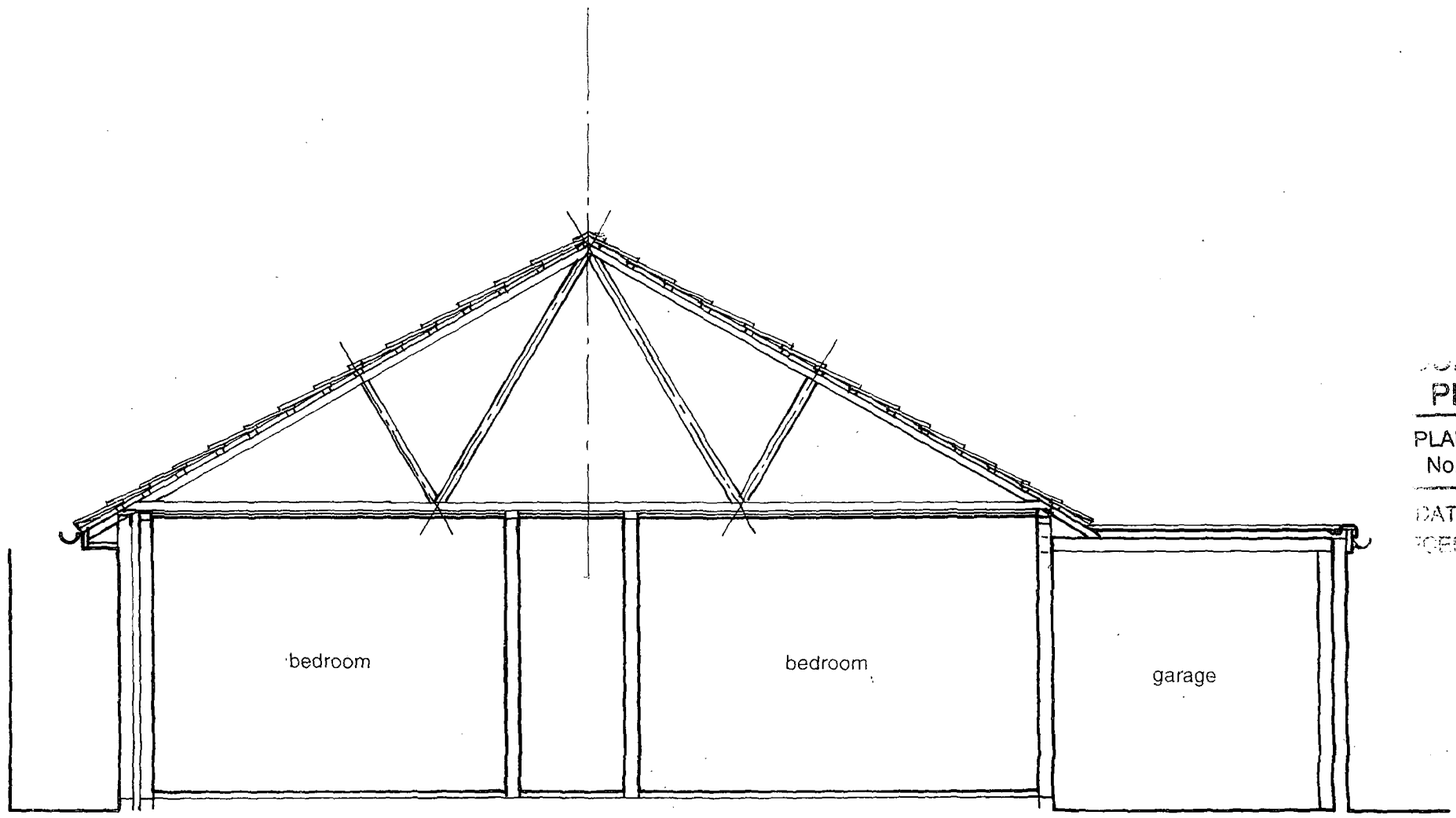
Robin Spence Architects

The Lookout
Higher Fore Street
Marazion
Cornwall TR17 0BA

tel 0736 711112

7 Rosslyn Road
Shoreham-by-Sea
West Sussex BN43 6WL

tel 01273 464311



...UNCIL
PLANNING DIVISION
PLAN No. AOC032468
DATE RECEIVED 20 JUN 2008

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Revisions & Notes

Scale
1:50

Date
Nov 2007

Drawing number
S-04

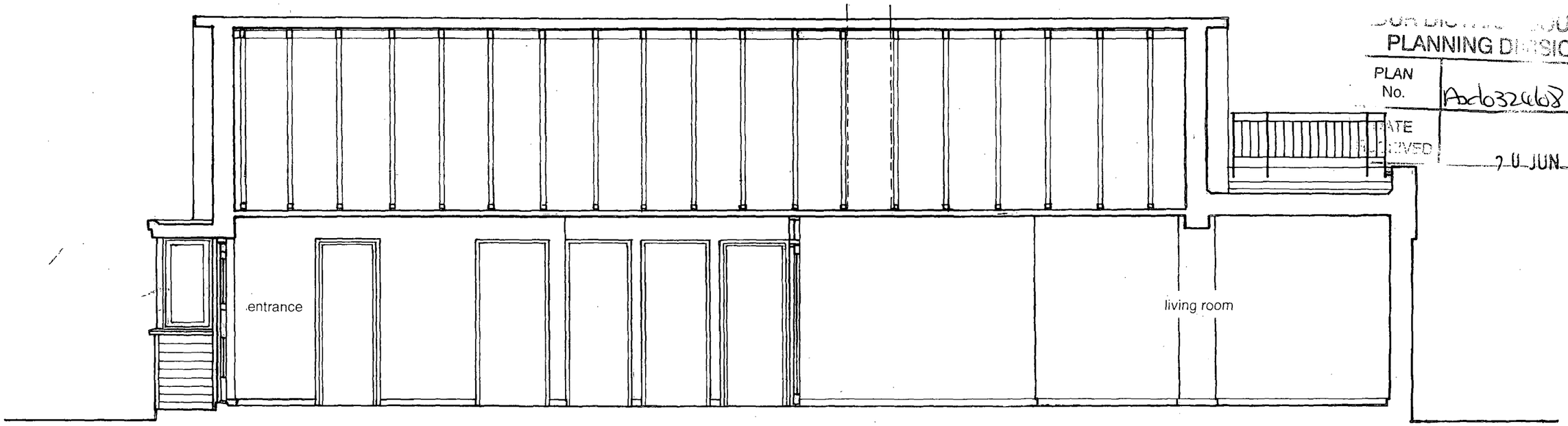
Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
section A-A
existing

Robin Spence Architects
7 Rosslyn Road
Shoreham-by-Sea
West Sussex BN43 6WL

tel 01273 464311



COUNCIL
PLANNING DIVISION
PLAN No. Ad0324/68
DATE RECEIVED 10 JUN 2008

Do not scale off dimensions Check dimensions on site

Revisions & Notes

Scale
1:50

Date
Nov 2007

Drawing number
S-05

Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
section B-B
existing

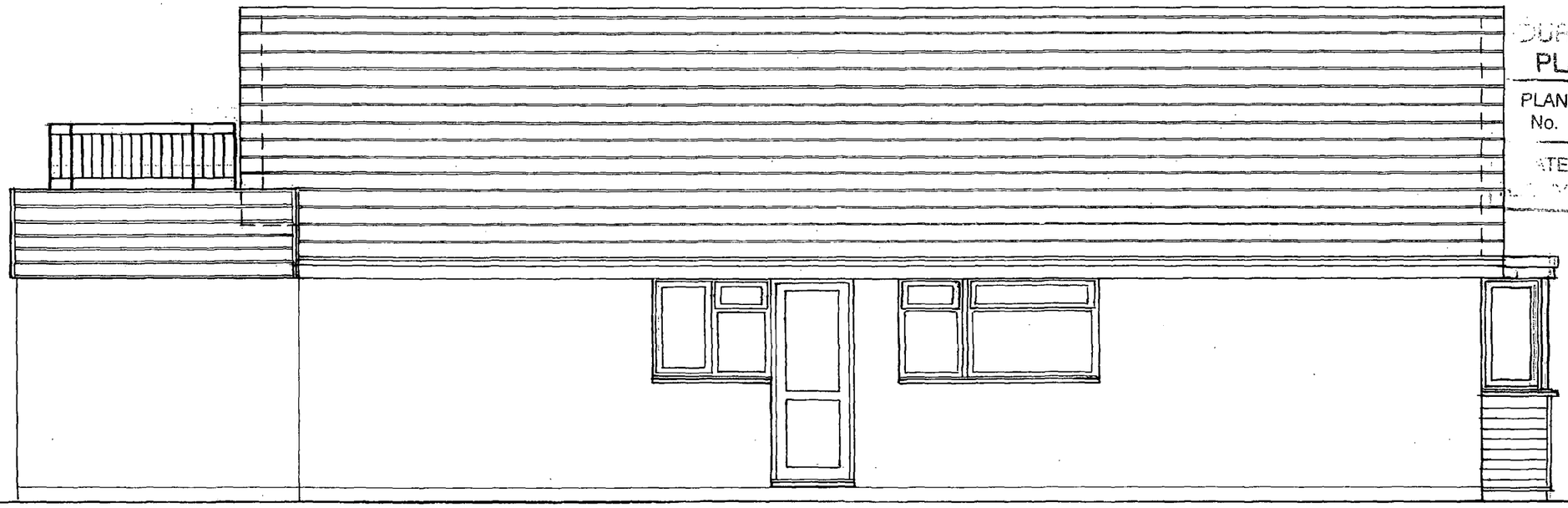
Robin Spence Architects

The Lookout
Higher Fore Street
Marazion
Cornwall TR17 0BA

tel 0736 711112

7 Rosslyn Road
Shoreham-by-Sea
West Sussex BN43 6WL

tel 01273 464311



ADUR DISTRICT COUNCIL
PLANNING D
PLAN No. Adb/32468
DATE RECEIVED 20 JUN 2008

Do not scale off dimensions Check dimensions on site

Revisions & Notes

Scale
1:50

Date
Nov 2007

Drawing number
S-06

Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
north elevation
existing

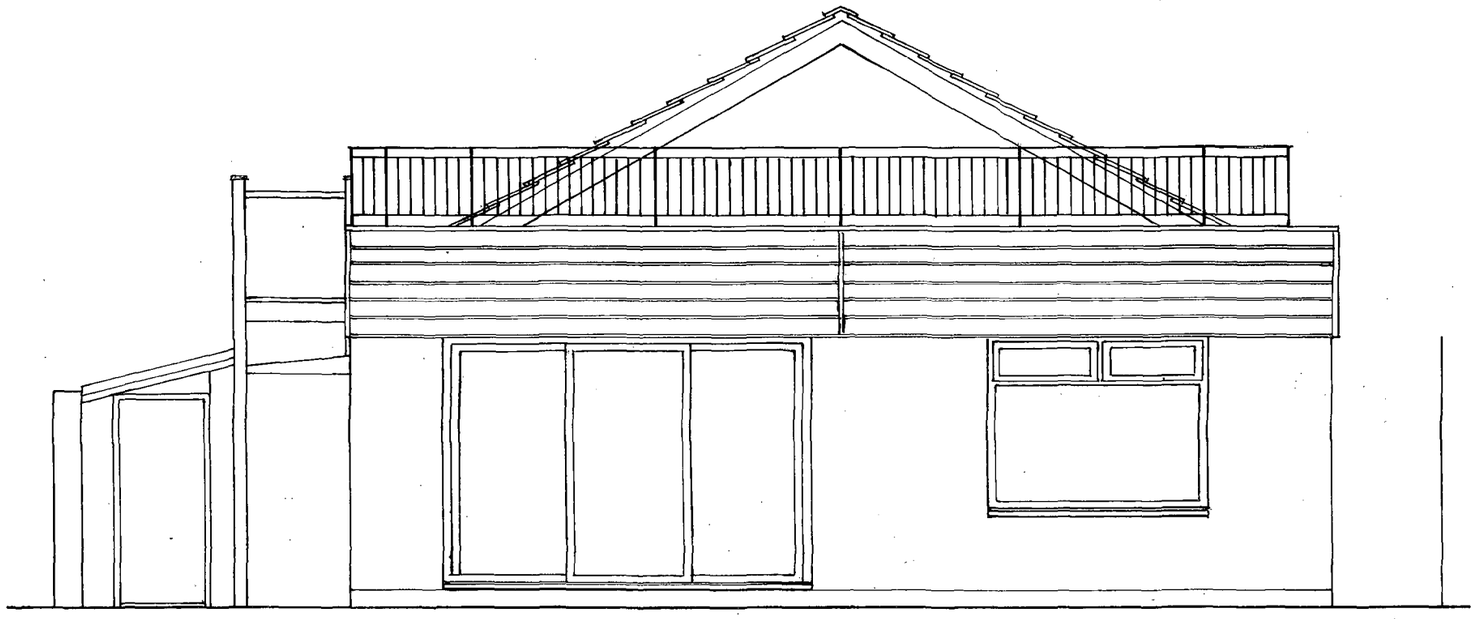
Robin Spence Architects

The Lookout
Higher Fore Street
Marazion
Cornwall TR17 0BA

tel 0736 711112

7 Rosslyn Road
Shoreham-by-Sea
West Sussex BN43 6WL

tel 01273 464311



...UNCIL
PLANNING DIVISION
PLAN No. A0d0324/08
DATE ...ED 20 JUN 2008

Do not scale off dimensions Check dimensions on site

Revisions & Notes

Scale
1:50

Date
Nov 2007

Drawing number
S – 07

Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
east elevation
existing

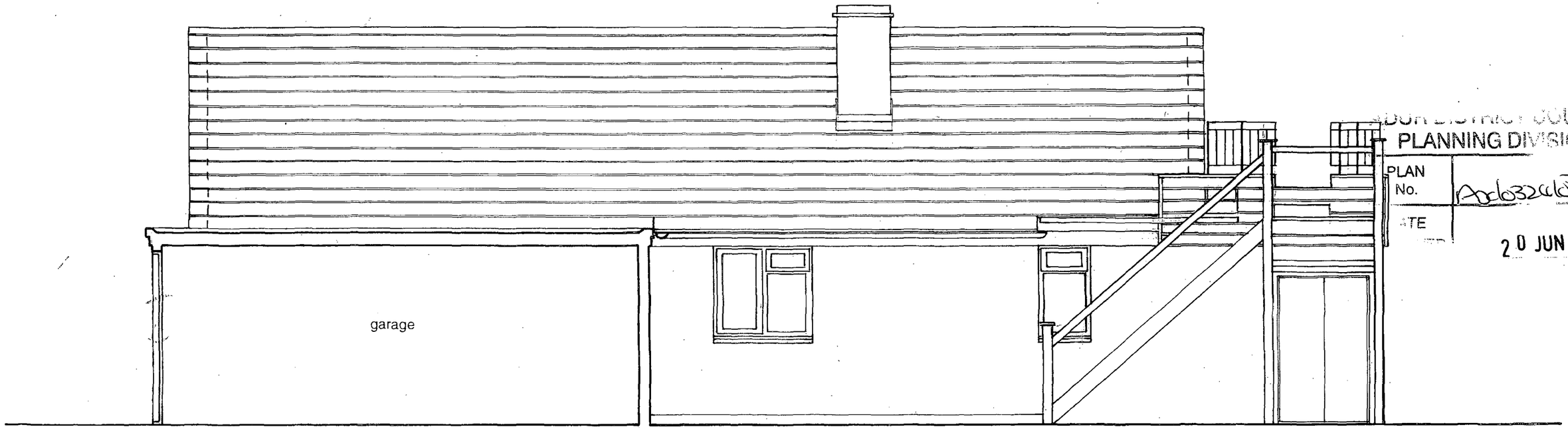
Robin Spence Architects

The Lookout
Higher Fore Street
Marazion
Cornwall TR17 0BA

tel 0736 711112

7 Rosslyn Road
Shoreham-by-Sea
West Sussex BN43 6WL

tel 01273 464311



ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. AD/0324/08
DATE
20 JUN 2008

Do not scale off dimensions Check dimensions on site

Revisions & Notes

Scale
1:50

Date
Nov 2007

Drawing number
S-08

Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
south elevation
existing

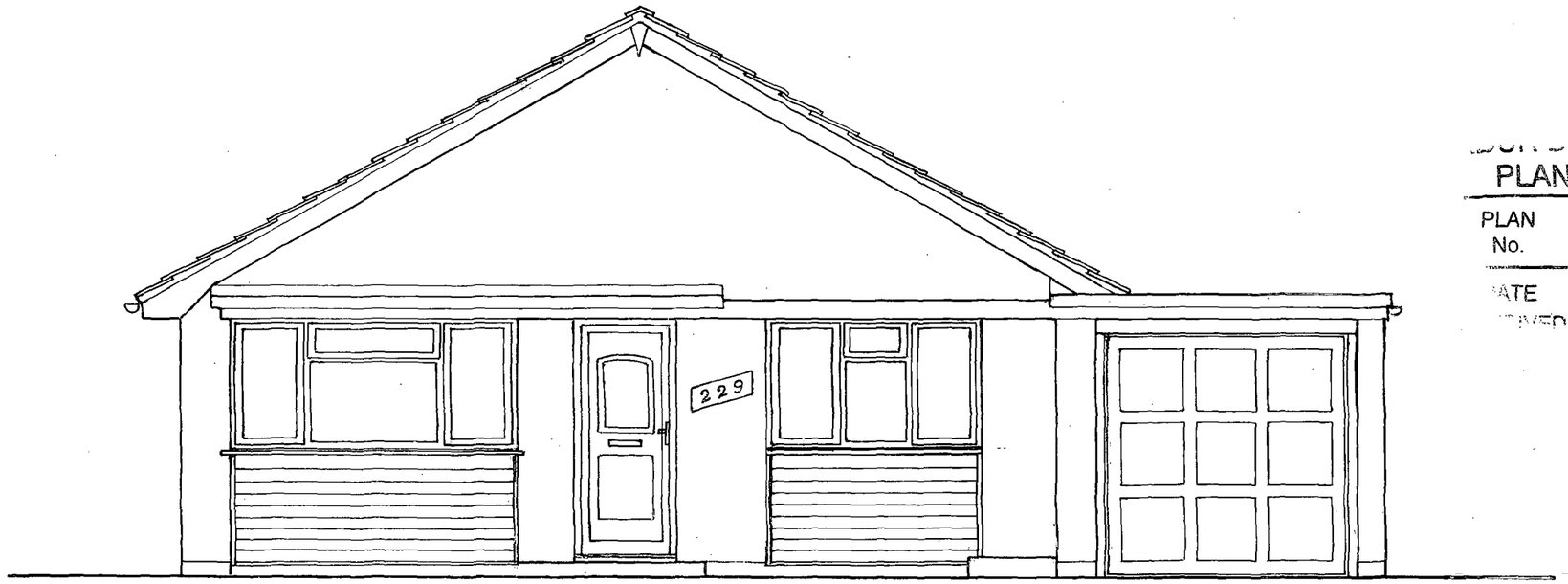
Robin Spence Architects

The Lookout
Higher Fore Street
Marazion
Cornwall TR17 0BA

tel 0736 711112

7 Rosslyn Road
Shoreham-by-Sea
West Sussex BN43 6WL

tel 01273 464311



COUNCIL
PLANNING DIVISION
PLAN No. AD/0324/08
DATE RECEIVED 20 JUN 2008

Do not scale off dimensions Check dimensions on site

Revisions & Notes

Scale
1:50

Date
Nov 2007

Drawing number
S-09

Revision

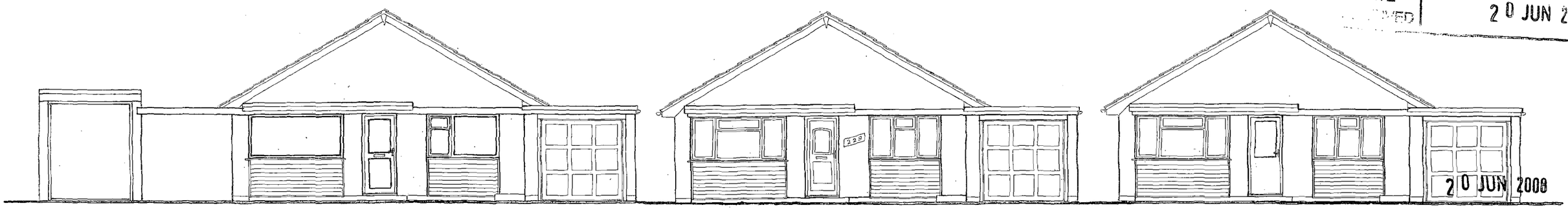
229 Harbour Way
Shoreham-by-Sea

Drawing
west elevation
existing

Robin Spence Architects
7 Rosslyn Road
Shoreham-by-Sea
West Sussex BN43 6WL

tel 01273 464311

COUNCIL
PLANNING DIVISION
PLAN No. AB/032/08
DATE RECEIVED 20 JUN 2008



20 JUN 2008

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Revisions & Notes

Scale
1:100

Date
Nov 2007

Drawing number
S-10

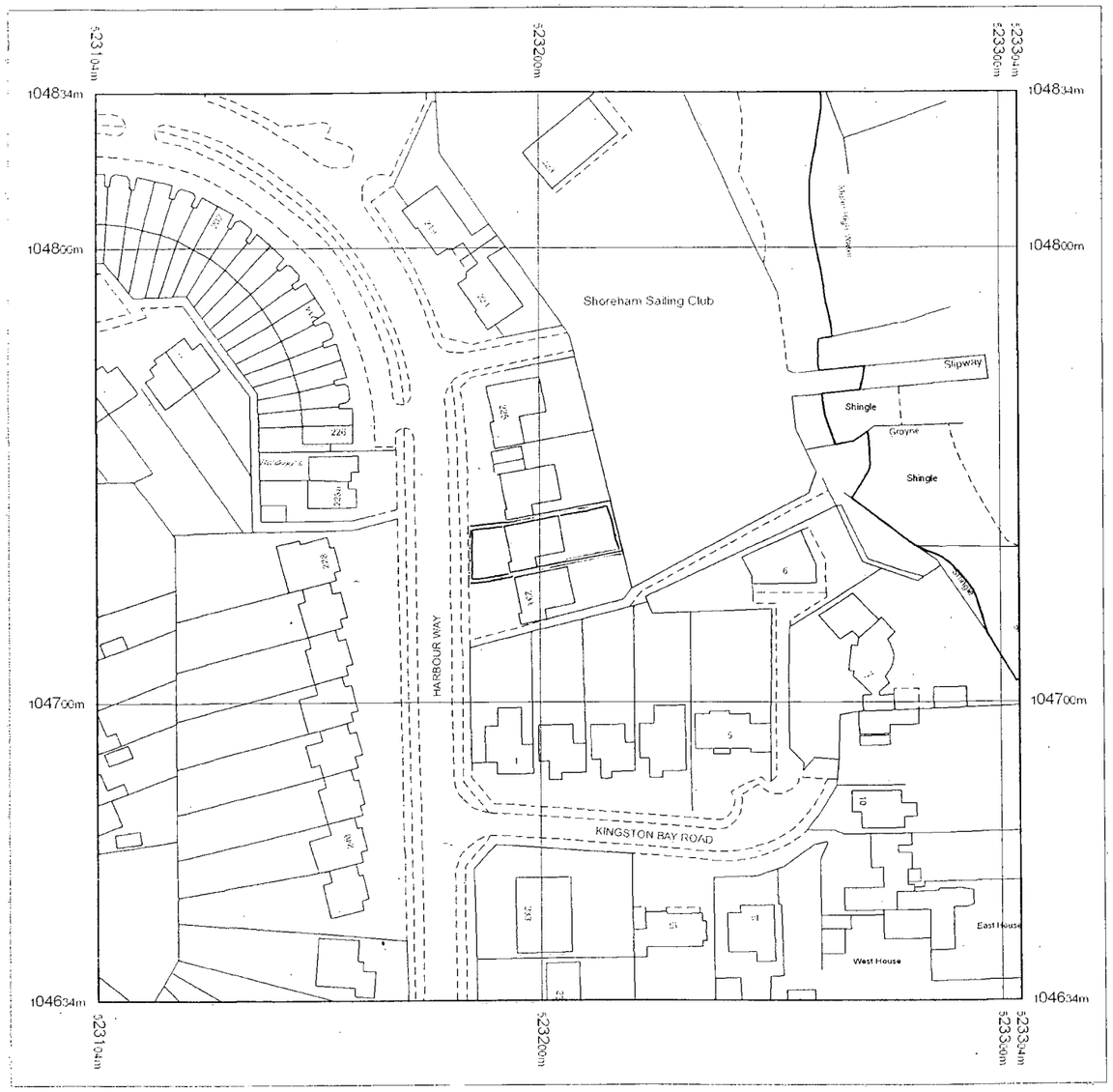
Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
elevation
existing

Robin Spence Architects
7 Rosslyn Road
Shoreham-by-Sea
West Sussex BN43 6WL

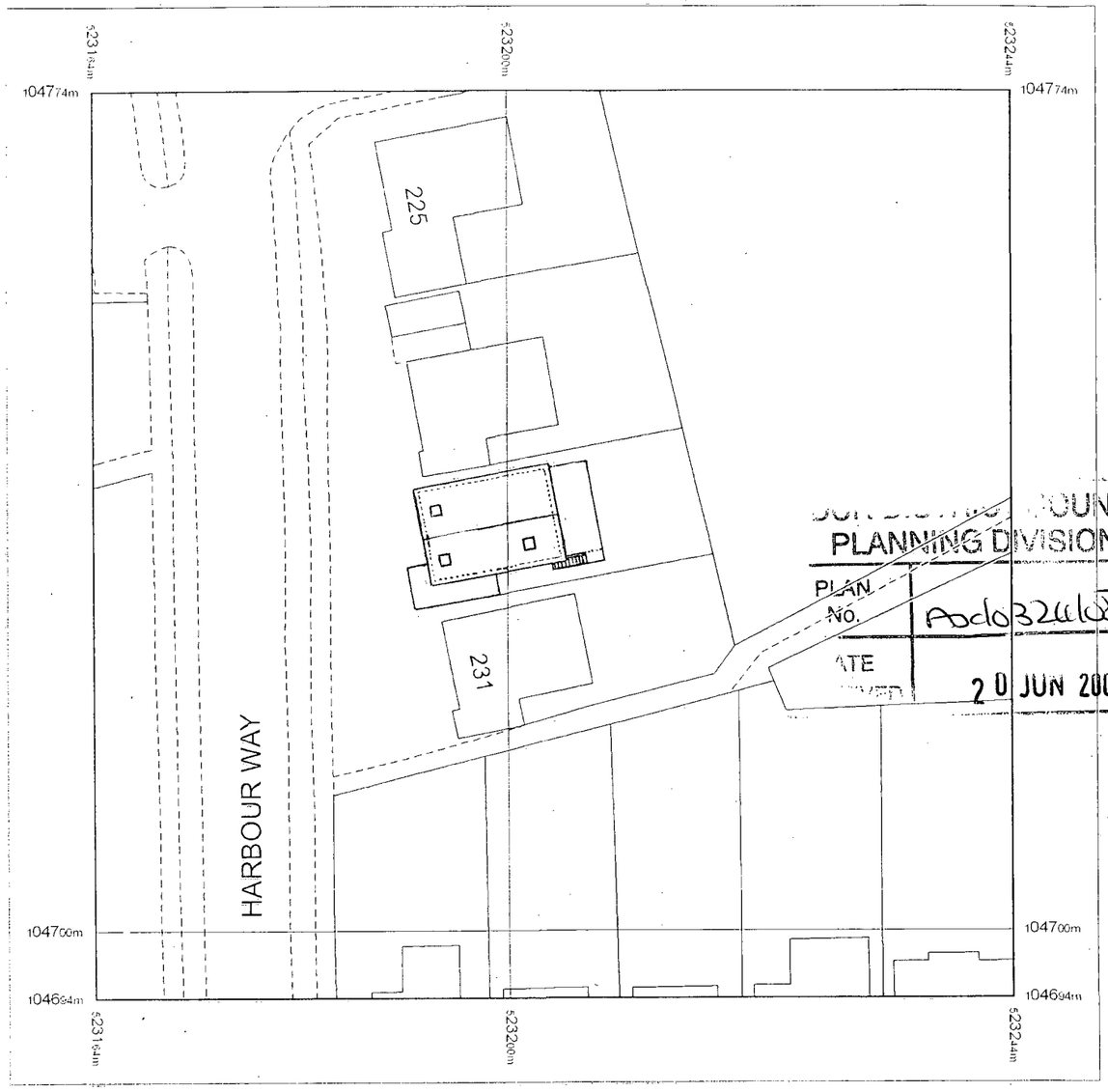
tel 01273 464311



location plan

Metres 0 20 40

Scale 1:1250



site plan

Metres 0 10 20

Scale 1:500

COUNCIL
PLANNING DIVISION
PLAN No. A0d0324108
ATE 20 JUN 2008

Do not scale off dimensions Check dimensions on site

Revisions & Notes

Scale
1:500 1:1250

Date
Nov 2007

Drawing number
A-01

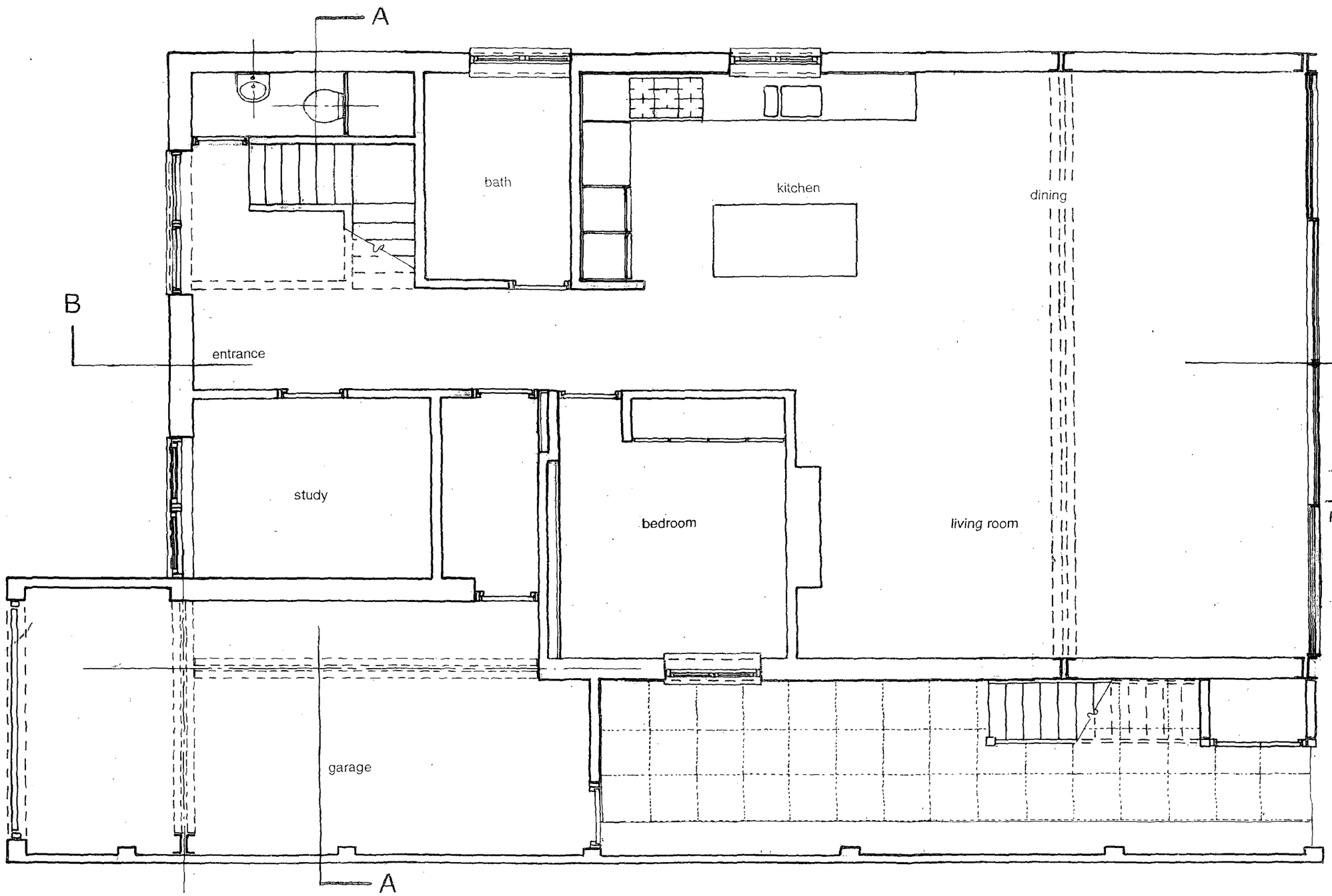
Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
plans

Robin Spence Architects
7 Rosslyn Road
Shoreham-by-Sea
West Sussex BN43 6WL

tel 01273 464311



...DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. Add0326/08
DATE RECEIVED 20 JUN 2008

N

Do not scale off dimensions Check dimensions on site

Revisions & Notes

Scale
1:50

Date
Nov 2007

Drawing number
A-02

Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
ground floor plan
proposed

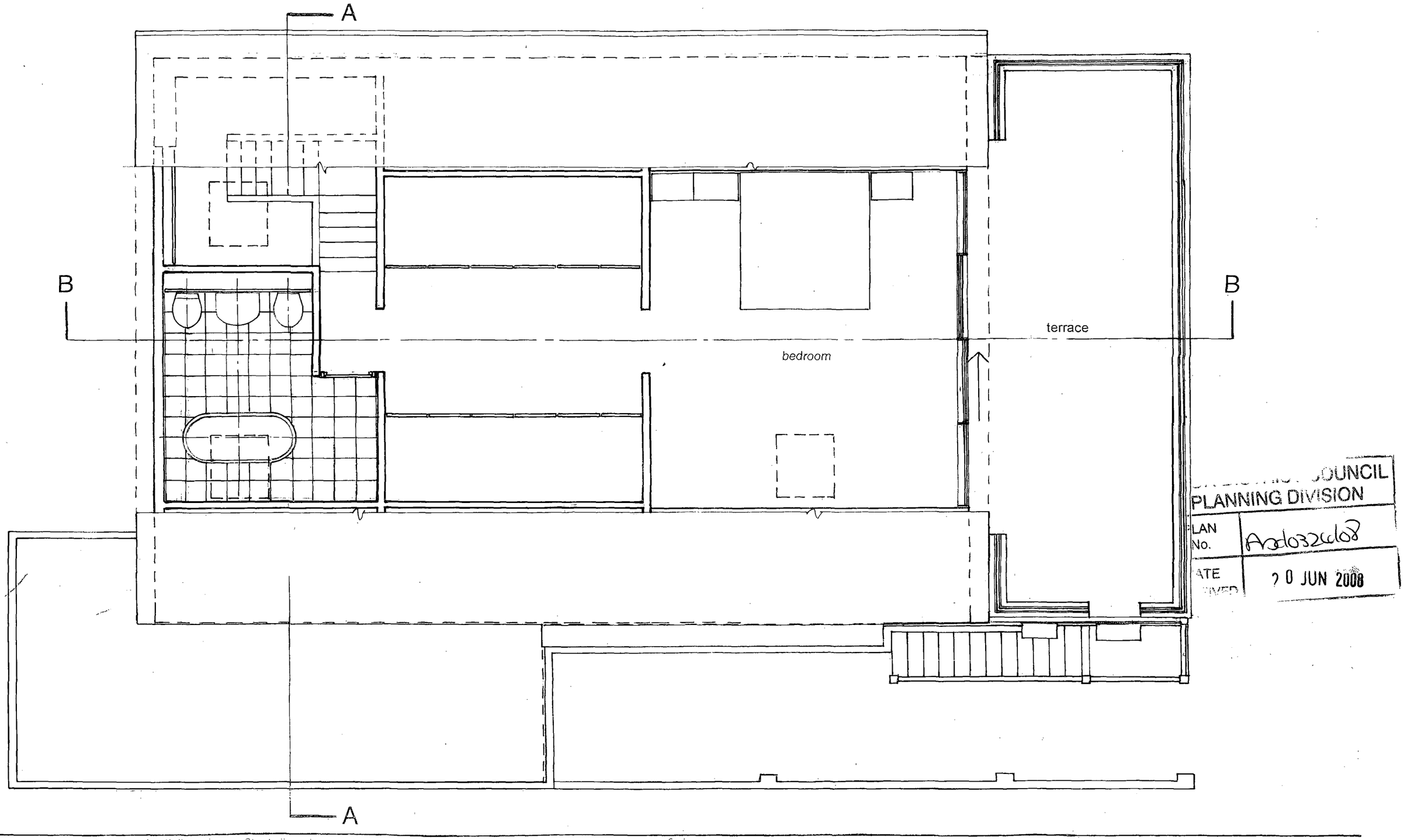
Robin Spence Architects

The Lookout
Higher Fore Street
Marazion
Cornwall TR17 0BA

tel 0736 711112

7 Rosslyn Road
Shoreham-by-Sea
West Sussex BN43 6WL

tel 01273 464311



COUNCIL
PLANNING DIVISION
LAN No. A/d0326/08
ATE 20 JUN 2008

N

Do not scale off dimensions Check dimensions on site

Revisions & Notes

Scale
1:50

Date
Nov 2007

Drawing number
A-03

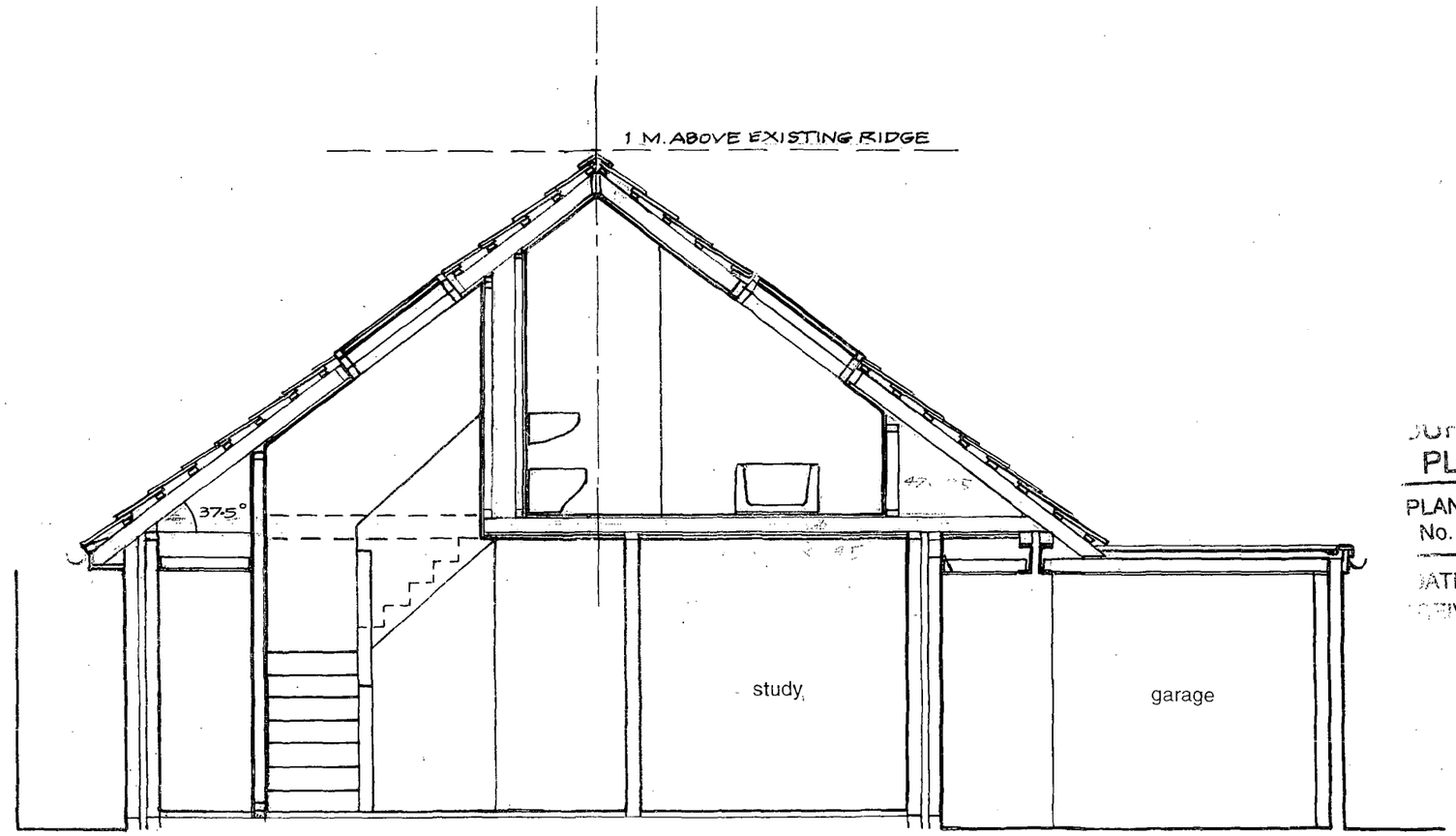
Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
first floor plan
proposed

Robin Spence Architects
7 Rosslyn Road
Shoreham-by-Sea
West Sussex BN43 6WL

tel 01273 464311



JOUNCIL
PLANNING DIVISION
PLAN No. Ad/0332/08
DATE RECEIVED 20 JUN 2008

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Revisions & Notes

Scale
1:50

Date
Nov 2007

Drawing number
A-04

Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
section A-A
proposed

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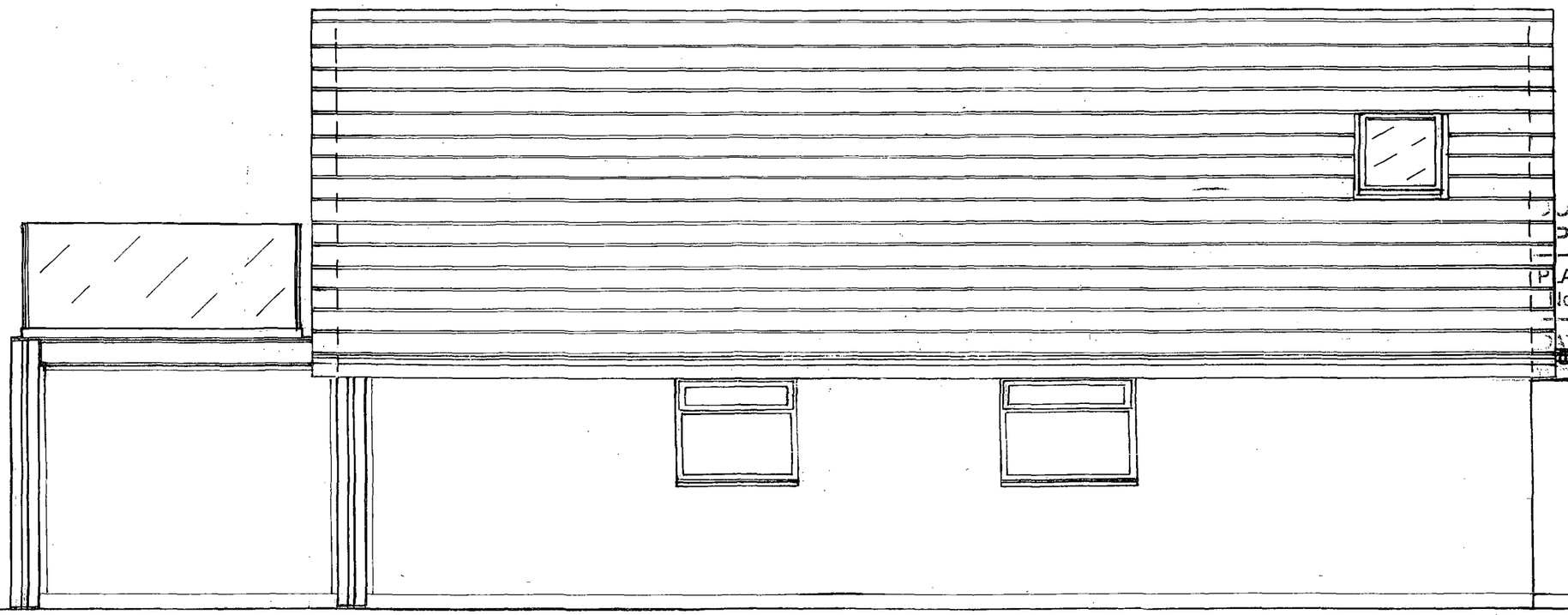

JTH DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. AD/0324/08
DATE 24 JUN 2008

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Revisions & Notes

Scale
1:50

Date
Nov 2007

Drawing number
A-05

Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
north elevation
proposed

Robin Spence Architects

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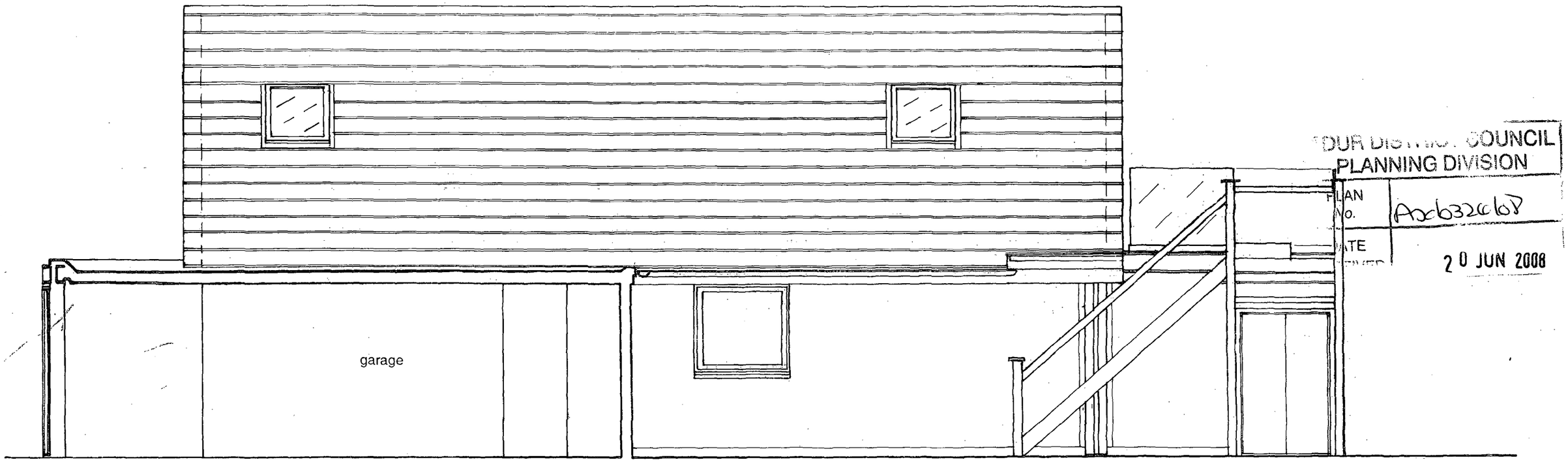

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PLANNING DIVISION
PLAN No. Ax6322/67
DATE ENTERED
20 JUN 2008

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Revisions & Notes

Scale
1:50

Date
Nov 2007

Drawing number
A-06

Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
south elevation
proposed

Robin Spence Architects

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7 Rosslyn Road
Shoreham-by-Sea
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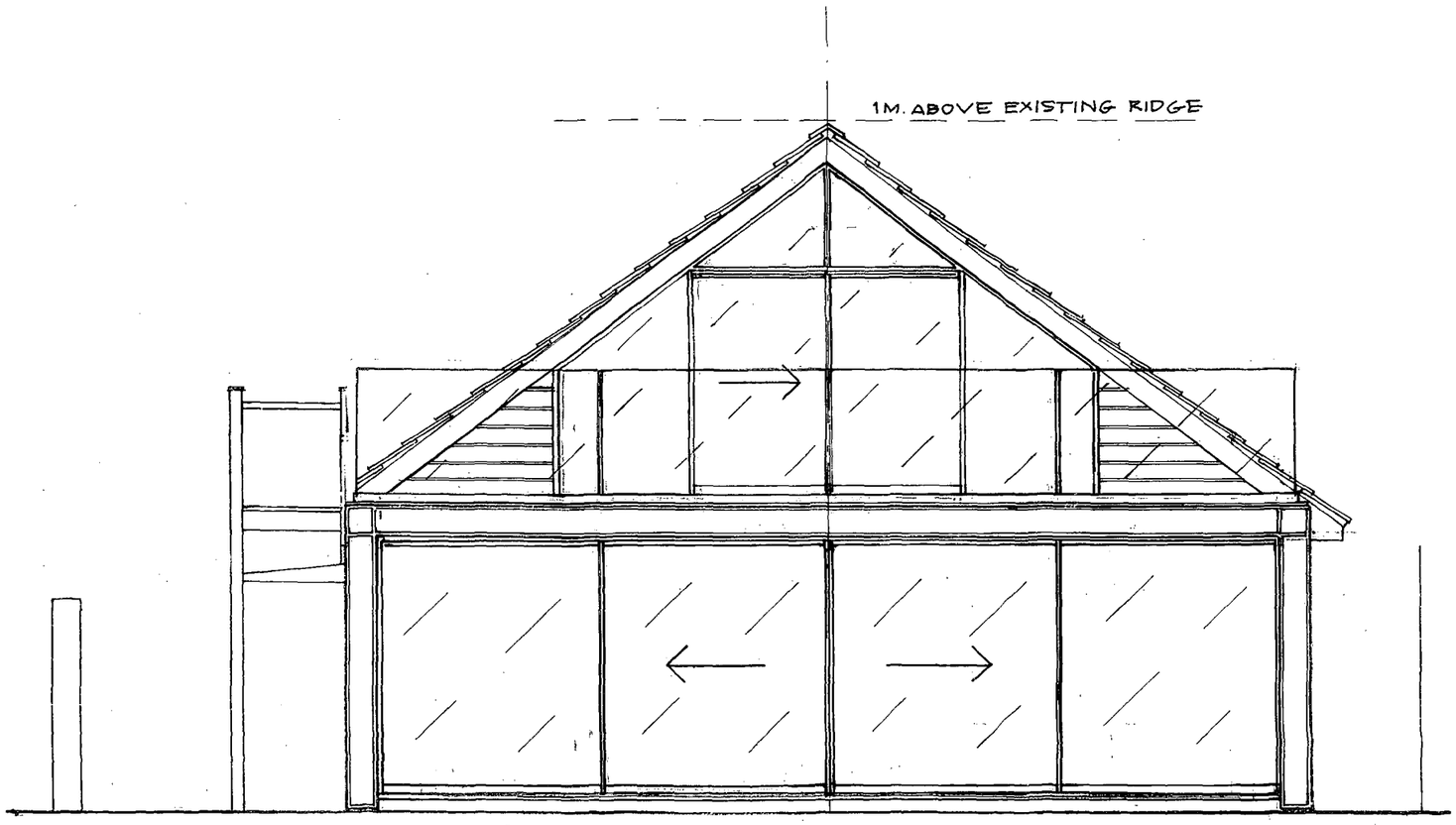
tel 01273 464311



COUNCIL
PLANNING DIVISION
PLAN No. A06320/08
DATE RECEIVED 20 JUN 2008

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Revisions & Notes

Scale
1:50

Date
Nov 2007

Drawing number
A – 07

Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
east elevation proposed

Robin Spence Architects

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Cornwall TR17 0BA

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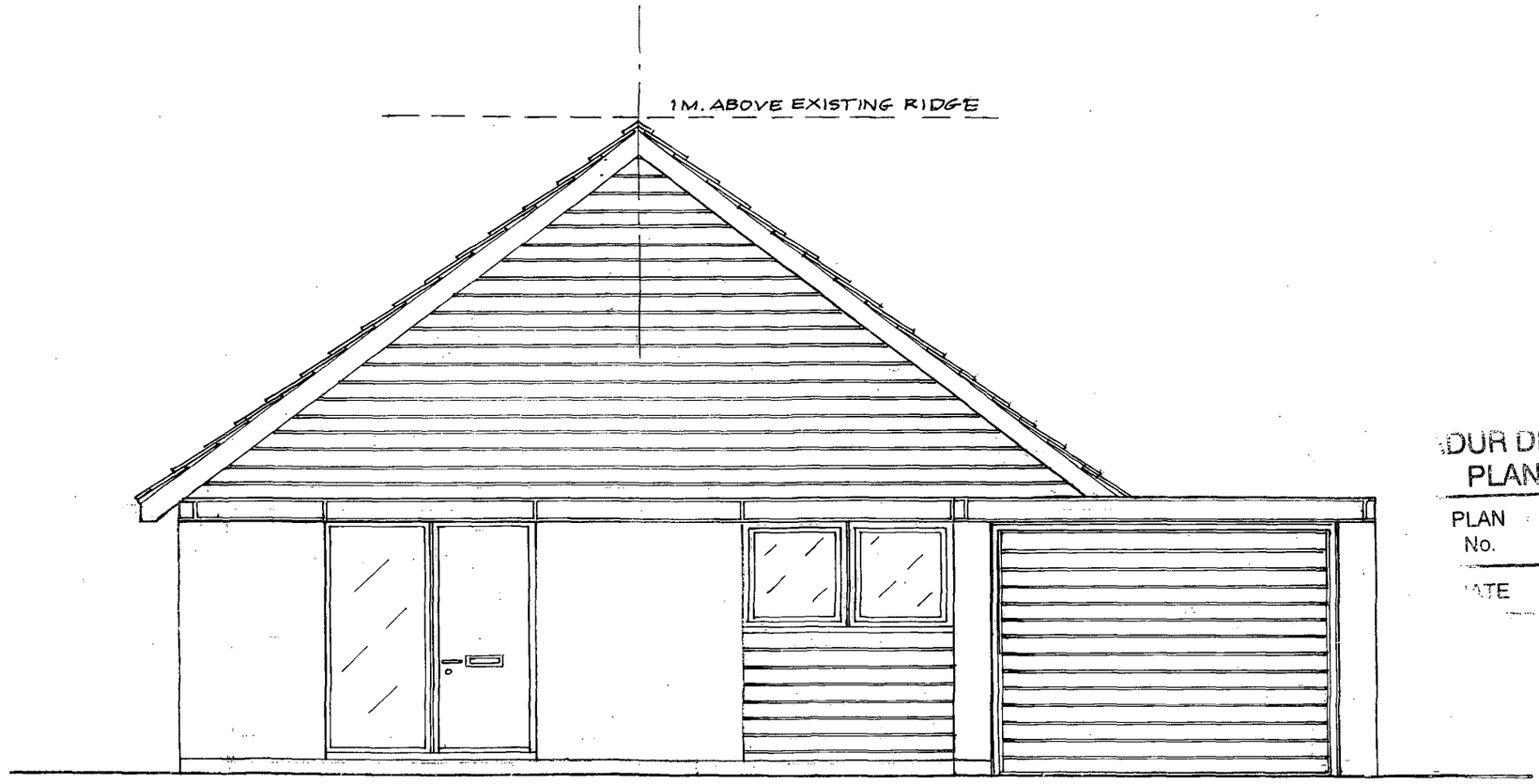

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. AD/0320/08
DATE 20 JUN 2008

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Revisions & Notes

Scale
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Date
Nov 2007

Drawing number
A-08

Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
west elevation
proposed

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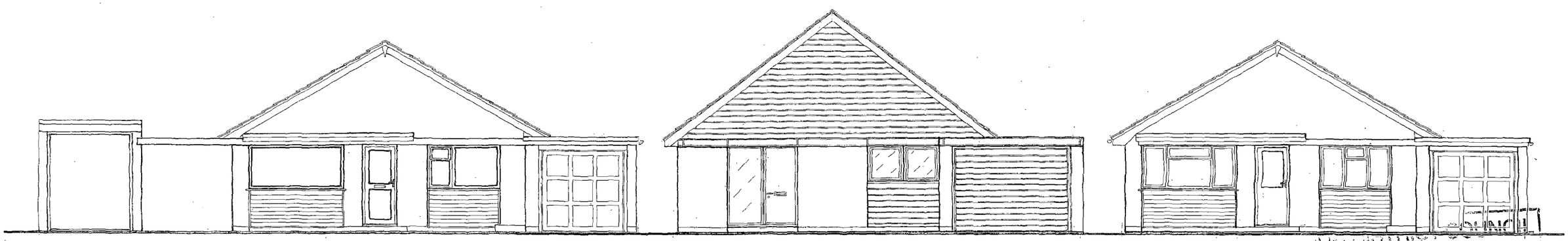

PLANNING DIVISION
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Revisions & Notes

Scale
1:100

Date
Nov 2007

Drawing number
A-09

Revision

229 Harbour Way
Shoreham-by-Sea

Drawing
elevation
proposed

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