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

Mr Martin Preece
Care and Repair
Adur District Council
Civic Centre
Ham Road
Shoreham By Sea
West Sussex
BN43 6PR

Our reference:	ADC/0272/09/INVAL
Your reference:	
Please ask for:	Dawn Ayres
Direct Line:	01273 263213
Date:	17th July 2009

Dear Sir/Madam

Replacement of timber bay window to front on ground floor with UPVC

2 Cliff Lodge Old Salts Farm Road Lancing West Sussex

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 Please supply photo of front of building identifying the window to be replaced, size and appearance of replacement window (brochure extract or drawing will suffice)

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

Yours faithfully,

Senior Administrative Officer