Adur & Worthing councils

Planning, Regeneration and Wellbeing

The Owner/Occupier
South House
Queens Place
Shoreham-by-sea
BN43 5AA

Our reference: AWDM/1511/12
Please ask for: Peter Barnett
Direct Line: 01903 221310
Email: planning@adur-worthing.gov.uk
Date: 20th December 2012

Please note Adur & Worthing Planning department will be based at Adur Civic Centre, Ham Road, Shoreham-by-Sea from Monday 12th November for a temporary period.

Dear Sir/Madam

4 storey side extension with rear dormer to form new 2 bed flat (lower ground floor extension to be demolished and existing 2 bed flat on lower ground floor reconfigured to a 1 bed flat)

37 Buckingham Road Shoreham-By-Sea West Sussex BN43 5UA

I am writing to advise you that the Council has received a planning application as described above, which relates to a site near you. If you do not own the property you occupy, would you please ensure that the owner is made aware of this letter. The application will normally be available to view on the Council's website within 3 days of the date of this letter, by following the link to 'Planning & Building Control, View Applications' on the Council website's Homepage. The plans can also be viewed electronically or in paper form at the Help Point, Civic Centre, Ham Road, Shoreham-by-Sea, between 9.00am and 5.00pm Monday to Friday. If you require assistance or information about the application please telephone the Case Officer on the Direct Line number above. From Monday 12th November planning officers will be temporarily based at the Civic Centre.

If you wish to comment on the proposal, you should do so either online via Public Access or in writing, quoting the reference number above, to the Development Management section at the above address within 21 days of the date of this letter. We can only take into account comments which relate to the application (as listed at the end of this letter).

All correspondence received regarding planning applications will be held on the planning files and will be available for public inspection in person at the Council offices and on the Council's website. For this reason, letters marked 'confidential' cannot be considered. Letters will not be formally acknowledged. Once made, the decision on the application can be obtained by visiting the Public Access web page or by contacting the Development Management section at the address at the bottom of this letter.

Decisions on most planning applications are made by the Council's planning officers under delegated powers. However, if the proposal is major or very controversial it will usually be referred to the Planning Committee for a decision. If the application is to be determined by the Planning Committee and you have made representations you will receive written notification of the date, time and venue for the meeting. You will also be given the opportunity to speak at the meeting. The Council's Scheme of Delegation also enables local Members to request, not more than 28 days after the application is validated, that an application is brought before the Planning

Committee if there are valid planning reasons for doing so. To find out who your local Councillor is please contact Democratic Services on 01903 221159.

Yours faithfully



Gary Peck
Planning Services Manager

For your assistance, listed below are examples of relevant and irrelevant planning considerations that the Council can consider in assessing proposals and those which it cannot.

Examples of relevant planning considerations are:-

- Planning policies
- Previous decisions
- Highway safety, traffic and parking
- Noise, disturbance, traffic and smells
- Design, appearance, materials, character
- Overlooking, loss of privacy and light
- Effect on trees
- Effect on Listed Buildings and Conservation Areas

Examples of irrelevant planning considerations are:-

- Matters controlled by other legislation, e.g. licensing, private property rights/covenants
- Effect on value of property
- Personal or financial circumstances
- Loss of view
- Moral or religious issues