Adur District Council

Development Management

Mr Robert Saunders
RSP Architects Ltd
1 Westbourne Grove
Westbourne Gardens
Hove
East Sussex
BN3 5PJ

Our reference: AWDM/1592/15

Please ask for: Heather Kingston

Email: Heather.kingston@adur-worthing.gov.uk

Direct Line: 01903 221006

Date: 8th January 2016

Dear Mr Robert Saunders,

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

Retention of two single-storey extensions to south elevation to increase seating area and provide walk-in fridge (retrospective).

Carats Beach Cafe Basin Road South Southwick Brighton

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 18 January 2016 at the Queen Elizabeth II Room, Shoreham Community Centre, Pond Road, 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

G Peck

Gary Peck
Planning Services Manager

Adur District Council
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