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

The Occupier
13 Fowey Close
Shoreham By Sea
West Sussex
BN43 5HE

Our reference:	AAP/0010/10
Please ask for:	Hannah Barker
Direct Line:	01273 263228
Date:	26th March 2010

Dear Sir/Madam,

LAND AT: **Norfolk House, High Street, Shoreham-by-Sea, West Sussex**

PROPOSED DEVELOPMENT: **Redevelopment of office block with a 72-bedroom hotel and 17 car and 4 cycle parking spaces**

APPLICATION REFERENCE: **AAP/0010/10**

PLANNING INSPECTORATE NUMBER: **AAP/Y3805/A/10/2124620**

APPEAL START DATE: **16th March 2010**

APPEAL BY: **Freebrook Ltd**

I am writing to let you know that an appeal has been made to the Secretary of State for the Environment in respect of the above proposal.

The appeal is to be decided on the basis of an exchange of Written Representations. This means that the appeal will be decided based on the written statements of the parties concerned and a site visit by an inspector.

Any representations you made to the Council at the time the application was considered have been copied to the Planning Inspectorate and the appellant, but if you wish to make any modifications, or reiterate or elaborate on your comments, you must send three copies (quoting the appeal number) to the address provided overleaf (not to the Council) and within the period given. Any delay in submitting views on the proposal will result in the Planning Inspectorate not taking them into account before reaching a decision on the appeal. The Planning Inspectorate will send you a copy of the decision letter only if you request it.

The Inspector will want to see the appeal site before a decision is made, but because everyone concerned has to make their case in writing, no discussion is allowed during the visit. This means that if enough of the site can be seen from the road or a public viewpoint, the Inspector will be alone during the visit. If that is not possible, the appellant and the Council's representative will go with the Inspector.

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It also means that there is normally no need for other people to take part in the visit. However, if you own a property next door and you wish for the Inspector to see the site from your property, you should request this when you write to the Planning Inspectorate and, if they agree, they will tell you the date and time of the visit.

If the Inspector agrees to come to your property, you may point out relevant features. The appellant and the Council's representative will have to come with the Inspector when he or she visits your property. This is to make sure that the visit is carried out fairly and properly.

After the visit, the Inspector will write the decision letter (normally within about 5 weeks), and will send a copy to the appellant, the Council, and to anyone else who has specifically asked the planning Inspectorate for a copy.

Copies of the application, plan and appellant's grounds for appeal may be inspected at these offices during normal office hours. An explanatory booklet "Guide to taking part in planning appeals" is available through our website, or on the Planning Portal website www.planningportal.gov.uk.

Yours faithfully

Hannah Barker
Planning Officer

N.B. Your representations must reach:-

Not later than six weeks from:- 16th March 2010

Quoting Planning Inspectorate Reference: AAP/Y3805/A/10/2124620