ADUR
DISTRICT COUNCIL

Civic Centre, Ham Road, Shoreham-by-Sea, West Sussex, BN43 6PR
Tel: (01273) 263222 Fax: (01273) 263203 (Calls may be recorded)
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Development Control

Mr David Buckland
The Old Forge
2 Mill Road
Lancing
West Sussex
BN15 0PT

Our reference:	ADC/0334/09
Please ask for:	Neil Terry
Direct Line:	01903 221073
Date:	25th November 2009

Dear Mr David Buckland,

Attached garden room /toilet and pitched roof on utility area

2 Mill Road Lancing West Sussex BN15 0PT

The acknowledgement letter previously sent to you mentioned the provisions for public speaking at Committee meetings and I enclose a leaflet explaining the procedure.

Your application is recommended for approval by officers but please note there have been third party requests to speak against your application. I enclose for your reference a copy of The Officers report.

The Development Control Committee will consider your application at their meeting on 7 December 2009. The meeting will take place in the Council Chamber at the Civic Centre, Ham Road, Shoreham-by-Sea, commencing at 7pm

You are entitled to speak at the Development Control Committee meeting. If you would like to do so, please register by telephone on 01903 221073 or email neil.terry@worthing.gov.uk, no later than 12 noon **the** working day before the Committee meeting (i.e. normally the Friday prior to the Committee meeting on the Monday). **If you do not do this, we will assume that you do not wish to speak.**

The agenda for the meeting, including the officer's report to the Committee, is available to view on the Council's Website, www.adur.gov.uk

Yours faithfully

Keith Morgan
Planning Services Manager

Enc.