Adur & Worthing councils

Development Management

The Owner/Occupier
Police Station
Ham Road
Shoreham-By-Sea
West Sussex
BN43 6DB

Our reference: AWDM/0542/16
Please ask for: Gary Peck
Direct Line: 01903 221406
Email: planning@adur-worthing.gov.uk
Date: 25th April 2016

Dear Sir/Madam

First floor extension to provide meeting room and creation of one-bedroom flat.

16 Brunswick Road Shoreham-By-Sea West Sussex BN43 5WB

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 at The Shoreham Centre, Pond Road, Shoreham-by-Sea, between 9:00am and 5:00pm Monday to Friday, larger schemes will also be in paper format. If you require assistance or information about the application please telephone the Case Officer on the Direct Line number above.

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