Carlos Hone
Planning Development Control Team
Adur District Council
Electronic submission

12th May 2010

Dear Mr Hone

RE: UNIT 4, ELM BUSINESS UNITS, CHARTWELL ROAD, LANCING BN15 8FD

This letter and the following documents have been submitted via the Planning Portal in respect of my client's proposal to install new windows and fire escape door at the above premises:

- Completed application for full planning permission
- Design and Access Statement
- The following drawings:

Drg. no.	***Title***	***Scale/paper size***
5142/100N	Block Plan	1:500 @A3
5142/LO2	Location Plan	1:1250 @A4
D5368/D	Existing and proposed floor plans and elevations	1:50 @A0

A cheque for the planning fee of £170 will be delivered direct to your offices.

I trust that you have all the necessary documentation required to register the application. Please do not hesitate to call me if you have any queries.

Yours sincerely

Julie Cattell BA (Hons) MRTPI

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