ADUR & WORTHING COUNCILS

The Owner/Occupier
44 Adur Avenue
Shoreham-by-sea
West Sussex
BN43 5NL

Our reference: AWDM/0377/22

Please ask for: Hannah Barker

Direct Line: 01903 221475

Email: planning@adur-worthing.gov.uk
Date: 17th March 2022

Dear Sir/Madam

Addition of first floor extension and new roof to form a two storey house

37 Adur Avenue Shoreham-by-sea West Sussex BN43 5NL

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. Anyone is able to comment on the proposal and further details about how to do this are set out below. 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. 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 https://www.adur-worthing.gov.uk/planning/applications/comment/ or by email, quoting the reference number above, to the Development Management section 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).

In view of the current restrictions, planning staff are working remotely which means, for the time being we have limited access to our office, however, this is subject to change at short notice – so we ask where possible that everything is submitted electronically since if you submit a comment by letter, there may be a delay before it is uploaded onto the system for the case officer to consider the comments received.

Letters will not be formally acknowledged. Once made, the decision on the application can be viewed by visiting the Public Access web page or by contacting the Development Management section by email using the email address at the top 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 be usually referred to the Planning Committee for a decision. Planning Committees are now being held remotely and should this application be determined by the Committee, further information regarding the procedure of the meeting can be obtained from our Democratic Services section: democratic.services@adur-worthing.gov.uk

If the application is to be determined by the Planning Committee and you have made representations you will receive notification of the date, time and venue for the meeting. The deadline for registering to speak is noon on the working day prior to the committee meeting but you are encouraged to register as soon as possible after you receive notification that the application will be determined by the planning committee. Only a limited number of speakers may address the committee and if more people than the maximum register to speak, the speakers will

be taken in the order in which their notice was received. The Council is currently holding remote meetings where it possible to speak at the meeting via a video link or, if you are unable to speak via a link, by submitting further written representations that can be read out to the Committee..

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. To find out who your local Councillor is please see our website https://www.adurworthing.gov.uk/councillors-and-mps/

As this is a householder application, in the event of an appeal against a refusal of planning permission, which is to be dealt with on the basis of representations in writing, there will be no further opportunity to comment at appeal stage.

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