Assistant Director
Planning Services
James Appleton

Worthing
BOROUGH COUNCIL

PLANNING SERVICES

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The Owner/Occupier
5 Leeds Close
Worthing
West Sussex FILE COPY
BN13 3QP

CHARTER MARK
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Dear Sir/Madam 23rd April 2008

Town and Country Planning Act 1990 (as amended by the Planning and Compensation Act 1991)
Application No: WB/08/0392/FULL
Location: 8 Leeds Close Worthing West Sussex
Proposals: Construction of a conservatory to rear elevation.

I have received an application for planning permission for the proposal described above. This application can be inspected at our offices at Portland House, Richmond Road, Worthing, between 9.00 a.m. and 5.00 p.m. Monday to Thursday and 9.00 a.m. to 4.00 p.m. on Friday.

If you wish to submit any representations, would you please write to me by **14th May 2008.** Your comments will then be carefully considered and taken into account before the application is determined. If you do comment, I will advise you of our decision soon after it has been made. Any representations you make may be inspected by the applicant and members of the public.

If you do not own the property you occupy, would you please notify the owner of this application.
Would you please also quote the application number in any correspondence.

Finally, if you do need any advice or assistance in relation to this application, please contact Mrs. M O'Keeffe on (01903) 221425.

Yours faithfully

J. Appleton

James Appleton
Assistant Director (Planning Services)