ASHACRE
SCAFFOLDING LTD

UNIT 7, THE OLD TOWN HALL
142 ALBION STREET
SOUTHWICK
WEST SUSSEX
BN42 4AX

TEL: [redacted]

REF AWDM/1259/16/INVAL

Date 18th August 2016

To Sarah Crease

I am writing to you to explain the nature of our business and the reason for wanting to use the outbuilding as an office,

The outbuilding is situated at the rear of a mixed use commercial property, the outbuilding at the moment is in a dilapidated state and is used for the storage of old materials before been recycled, by a window company.

Our business is scaffolding, and we have a commercial yard where our main activities take place, i.e. all deliveries, staff meetings, lorry parking, and general maintenance of plant.

The principal usage of proposed offices is for our secretary, who only works mornings four days of the week, and our two directors, who spend most of their time travelling between sites. We anticipate having no more than a maximum of three people there at any one time Our business has been running for twenty years and hasn't needed any more than this, as all our business is concluded on site, and only the quoting and invoicing is needed to be done in an office environment.

We believe that the construction of a modern building would prove a better environment to the surrounding area without causing any more activity than is already there.

Yours faithfully

Stephen Graham

Director

ADUR & WORTHING
PLANNING SERVICES

PLAN	AWDM/1259/16
DATE VALID	30 AUG 2016