ADUR
DISTRICT COUNCIL

Civic Centre, Ham Road, Shoreham-by-Sea, West Sussex, BN43 6PR
Tel: (01273) 263222 Fax: (01273) 263203 (Calls may be recorded)
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e-mail: developmentcontrol@adur.gov.uk

Development Control

Mr Mark Evans
5 Oaklands
Penhill Road
Lancing
West Sussex
BN15 8HB

Our reference:	ADC/0431/10/INVAL
Your reference:	
Please ask for:	Dawn Ayres
Direct Line:	01273 263213
Date:	3rd November 2010

Dear Sir/Madam

Replace 3 dark wood framed windows with UPVC mahogany coloured framed windows

5 Oaklands Penhill Road Lancing West Sussex

With reference to your recent application in respect of the above before it can be registered and processed, I should be pleased if you would attend to the following point(s):-

1 Please provide 3 copies of a location plan drawn to a metric scale of 1/2500 or 1/1250, which should outline the application site in red and any other land in the ownership of the applicant in blue.

Once this information is received your application will be registered as quickly as possible.

Yours faithfully,

Senior Administrative Officer