

Arun District Council, Civic Centre, Maltravers Rd, Littlehampton, West Sussex, BN17 5LF  
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**From:** Kenny Foxwell [REDACTED]  
**Sent:** 03 March 2022 11:03  
**To:** Harry Chalk <Harry.Chalk@arun.gov.uk>  
**Subject:** Re: EP/5/22/HH, 3 Hazelmead Drive

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Hi Harry,

Thank you for your emails. That's fine, please amend the description as suggested.

Many thanks,

Kenny.

On 3 Mar 2022, at 10:55, Harry Chalk <[Harry.Chalk@arun.gov.uk](mailto:Harry.Chalk@arun.gov.uk)> wrote:

Hello Mr Foxwell,

Apologies for the prompt follow up. I also notice there are new windows proposed on the southern elevation. I therefore recommend we amend the description to read 'Erection of single storey rear extension and alterations to side fenestrations, following demolition of existing rear conservatory'. Would this be agreeable?

Kind regards,  
Harry

**Harry Chalk**  
Planning Officer, Development Management



T: 01903 737577  
E: [harry.chalk@arun.gov.uk](mailto:harry.chalk@arun.gov.uk)

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**From:** Harry Chalk  
**Sent:** 03 March 2022 08:51  
**To:** Kenny Foxwell [REDACTED]  
**Subject:** EP/5/22/HH, 3 Hazelmead Drive

Hello Mr Foxwell,

I have noticed that on the plans for this application there appears to be a new side window on the northern elevation that serves the proposed utility room. As it is separate from the extension the description needs to be altered to make reference to the window. The description currently reads 'Erection of single storey rear extension following demolition of existing rear conservatory' I propose the amended description to read 'Erection of single storey rear extension and installation of 1 No. side window, following demolition of existing rear conservatory'. If agreeable, could I get explicit written confirmation of this alteration **as soon as possible**, so as to not incur any delays.

Kind regards,  
Harry

**Harry Chalk**  
Planning Officer, Development Management



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