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Littlehampton Town Council
Mr P Herbert
Manor House
Church Street
Littlehampton, W Sussex
BN17 5EW

**Your Ref:** OWPC24321
**Our Ref:** LU/274/19/HH
**Please ask for:**
Mr Z Denton

17th September 2019

Dear Sir/Madam

**Town & Country Planning Act 1990 (as amended)**
**Town & Country Planning (Development Management Procedure) (England) Order 2015**

Conversion of roofspace to habitable use to include 2 front and 2 rear rooflights
7 Mariners Quay Littlehampton

Thank you for your internet comments made on 17th September 2019 which has been recorded as **'no objection'** with the comments as follows:

> *The Town Council's Planning and Transportation Committee considered this matter at its meeting held on Monday 16th September 2019 and had no objection to the application.*

Your views will be considered before the application is determined and I shall write to inform you of any decision made.

Please be aware that if the application is to be determined by the Council's Development Control committee and your letter has been received at a late stage after the Agenda has been published you will not receive a separate letter notifying you of the date of the meeting and procedures for public speaking. In such circumstances it is recommended that you track the progress of the application on the Council's website or telephone the Council for further information. Please be advised that any comments you make that are not included within the Committee Agenda will be reported to the Members of the Development Control committee. Please also be aware that only a small number of all planning applications received go the Development Control Committee. Most are determined under delegated powers by Officers in which case your comments will again be considered before the application is determined.

Please be aware that Planning Services operate an 'open file' policy and will publish details of your comments on the internet on the Arun District Council Planning section. Please ensure that you only provide information that you are happy will be made available in this way. If you supply information belonging to a third party, please ensure you have their permisison to do so. If you do not wish your comments to appear on the 'open file' please confirm this in writing and I will arrange for it to be destroyed although this means that its contents will then be disregarded.

In the event of a subsequent written representations appeal, against a refusal of planning permission on a householder application, any representations made on the application will be automatically forwarded to the Secretary of State. Unlike all other types of appeal, there will be no further opportunity to comment at the appeal stage.

Yours faithfully



Neil Crowther
Group Head of Planning