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DATE: 5th February 2026

Dear Sir/Madam

Reference: DM/25/2621

Description: Retrospective application for existing use for self contained studio/unit.

Location: 45 Lashmere Copthorne Crawley West Sussex

With reference to the above planning application you will be aware of the importance to the Council in determining applications according to the Government's timeframes of 8 or 13 weeks. However, under the provisions of the Town and Country Planning (Development Management Procedure) (England) Order 2015 under Section 34 (2)(c) it does allow the Local Planning Authority and the applicant to agree an extended period to determine applications:

http://www.legislation.gov.uk/uksi/2015/595/pdfs/uksi_20150595_en.pdf

I seek agreement with you to further extend the period available to determine the application to 19th January 2026 for the reason(s) noted below:

1. Applicant away and unavailable to grant access to the property to undertake a site visit until 15 February 2026. Application therefore extended by 4 weeks.

I would be grateful if you could confirm, in writing or by email, your agreement to this extension for the Council's records.

Yours faithfully



Ann Biggs
Assistant Director Planning and Sustainable Economy

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