



**Horsham  
District  
Council**

FAO: Parish/Neighbourhood Clerk

Our ref: DC/16/2708  
Your ref: Libby Cleland / Hope Cottage ...  
Email: [planning@horsham.gov.uk](mailto:planning@horsham.gov.uk)  
Direct Line: 01403 21  
Please ask for: Carol Algar  
Date: 9th December 2016

Dear Sir/Madam,

**Replacement wooden windows (Listed Building)**

**Hope Cottage High Street Upper Beeding Steyning**

The above application (Development Type: 023 - LBC Alteration) was successfully validated on 6th December 2016.

Should you wish to make any comments on the application, please do so within 21 days of the date of this letter. Please refer to the reverse of this letter on how you can view the planning application online.

Details of the application can be viewed through our Public Access webpage at <https://public-access.horsham.gov.uk/public-access/> .

Yours faithfully

Dr Chris Lyons  
Director of Planning, Economic Development & Property

# PUBLIC ACCESS

## User Notes

*Public Access is best viewed using Internet Explorer version 7 and upwards.*

To access the Planning Applications system and locate the planning application you need to view, please follow these simple instructions:-

To get to the applications screen within Public Access on the HDC Internet site type in the address <https://public-access.horsham.gov.uk/public-access/> :

- You can save the Public Access page as a favourite to your PC for future access.

### 1. **Simple Search**

- To search for a Planning Application by its reference (e.g. DC/14/1234), type the reference number into the search field and click **Search**
- The details of the application should now appear, from here you can view the documents related to the application by clicking on the **Documents** tab and then clicking on the **View associated documents** link

### 2. **Advanced Search**

- To search for a Planning Application by using other information (e.g. Parish or Application Type), type the information into the desired field and click **Search**
- The details of the application should now appear, from here you can view the documents related to the application by clicking on the **Documents** tab and then clicking on the **View associated documents** link