Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF

Tel: 01903 737756
Email: planning@arun.gov.uk
www.arun.gov.uk/planning

Taylor's Tree Services Ltd
24 Stewards Rise
Arundel
BN18 9ER

Please ask for: Sophie Cooper
Email: sophie.cooper@arun.gov.uk
Telephone: 01903 737670

Our Ref: AB/65/26/TC
Your Ref:
Date: 13th November 2026

Dear Mr Taylor,

Town & Country Planning Planning Act 1990 (as amended) s211 Notice

Prior Notification of Work to Tree(s) in a Conservation Area

Development:	T1- Hornbeam: Reduce the crown by 1.5 m back to previous pruning points to leave a spread of... and reduce height to 9 m. G1- Bay/Holly/Yew: Reduce the height by 1 m back to previous pruning points to a finished height of 9 m.
Location:	Sefton House 71 High Street Arundel BN18 9AR

Thank you for your recent notification which I received on 4th November 2026. It is being validated by Sophie Cooper who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid notification until the following item(s) have been received or resolved :-

Description of works
Please confirm remaining spread after the works have been carried out on T1.

For further guidance, please refer to the list of validation requirements for tree applications on our website:https://www.arun.gov.uk/making-a-planning-application

If you are unable to access the website, please contact this office so a copy can be sent to you.

If providing additional documents or information, please email it to: planning.responses@arun.gov.uk with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **27th November 2026** or your notification will be closed as incomplete and where a fee has been paid, I will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. If you have difficulty meeting this deadline please contact the above officer to agree an extension to this time scale. Once the application has been closed, you will need to submit a

fresh application if you still want to proceed.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website https://www.arun.gov.uk/privacy-policy/

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to
https://www1.arun.gov.uk/planning-application-finder