Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail:planning@arun.gov.uk
website: www.arun.gov.uk/planning

Mr Richard Styles
The White House
24 Kingsway
Aldwick
PO21 4DH

Please ask for:	Zoe Toppin
Email:	zoe.toppin@arun.gov.uk
Telephone:	01903 737889
Our Ref:	AW/103/21/TC
Your Ref:	
Date:	26th March 2021

Dear Mr Styles,

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

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

Development:	Remove 4 No. Bay shrubs. Fell 1 No. Holly tree. Reduce height to approx. 4m 1 No. Maple tree and reduce height to 3m 10 No. Leylandi trees within the Craigwell House, Aldwick conservation area.
Location:	The White House 24 Kingsway Aldwick PO21 4DH

Thank you for your notification which was received on 20th March 2021. I am writing to acknowledge that it was accepted as validly made on 26th March 2021. On receipt of this letter, if you have any concerns about the way that the Council has described your application you should contact the case officer: Zoe Toppin, who is dealing with your application.

The Council will publicise this application by means of a site notice on or near the application site and on our website. **The notice needs to be displayed until the date indicated on it for comments to be made by and for not less than 21 days.** After this period it can be removed. If there are any problems with regards to the site notice (e.g. vandalism), please contact the case officer.

Your application cannot be determined until the end of the statutory publicity and consultation periods which is 1st May 2021. You can follow how your application is progressing on the Council's website: https://www.arun.gov.uk/weekly-lists

Under section 211 of the Act, the outcome of your application will either be that the Council:
- consider it necessary in the interests of amenity not to permit the proposed works and so will make Tree Preservation Order(TPO);
- decide not to make a Tree Preservation Order and inform you, within 6 weeks from the date the notification was accepted as valid, that you can go ahead witihin 2 years of the date of the decision;
- decide not to make a Tree Preservation Order and allow the 6 weeks for determination to expire, at

which point the work can go ahead so long as it is carried out within 2 years of the date the notification was received.

Finally, can I remind you that it is a criminal offence to carry out works to trees in a Conservation Area without first having the Council's consent. The penalties are the same as those for contravening a Tree Preservation Order (TPO) , for example the owner or anyone who cuts down a tree is liable, if convicted in the Magistrates' Court to a fine up to £20,000.

Please do not hesitate to contact the case officer on the above details if you have any questions or queries. If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

PLEASE NOTE: Essential IT work will be carried out during the week of 12 April 2021 and there will be no access to the planning records on the website. It will not be possible to follow the progress of an application, view any documents or make on line comments. To ensure that no one is disadvantaged the publicity period will be extended by a week on planning applications where the publicity period falls over this week. The site notices and documentation will quote the extended date if this is applicable.

All aspects of planning, building control and local land charges will be limited during this week. If you do need to contact the case officer during this week you will need to be able to provide the exact reference number and as much detail as possible. The service will be extremely limited and it would be best to contact us either before 12 April, or after, when the work is completed on 19 April 2021.

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

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://www.arun.gov.uk/planning and click into Local Planning Application Finder.