

Sir/Madam
Aldwick Bay Company LTD
6 Coastguards Parade
Barrack Lane
Bognor Regis
PO21 4DX

Please ask for: Zoe Toppin
Email: zoe.toppin@arun.gov.uk
Telephone: 01903 737889
Our Ref: AW/107/20/TC
Your Ref:
Date: 1st May 2020

Dear Sir/Madam,

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

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

Development: Overall reduction 1-2 meters of 1 x Bay tree.
Location: Verge Situated In Bowling Green Close To Aldwick Bay Estate.

Thank you for your recent notification which I received on 30th April 2020. It is being validated by Zoe Toppin who will be able to assist you should you have any questions.

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

Please provide the proposed height and spread measurements, in metres, after crown reduction.

Please also confirm whether the tree was in-situ in 1958.

For further guidance, please refer to the list of validation requirements for tree applications on our website: <http://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.

Please provide the above by **15th May 2020** or your notification will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

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

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.