



Mrs A Minns
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Our Ref: AW/152/18/TC
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mrs Minns

8th June 2018

Town & Country Planning Act 1990 (as amended) s211 Notice
Application for Prior Notification of Work to Tree(s) in a Conservation Area

Development Fell 6 No. leylandii hedge, 1 No. Conifer, 1 No. Yew tree & 1 No. Pittosporum, reduce height of ornamental Griselinia to 6/7 feet in height & raise crown & reduce overall height of ornamental Prunus within the Craigweil House Conservation Area.

Location Algonquin 24 The Drive Aldwick

Thank you for your recent application which I received on 16th May 2018. It is being validated by Mrs D Johnson 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 application until the following item(s) have been received or resolved :-

Please provide measurements, in metres, for the height reduction of the Ornamental Griselinia.

Please provide measurements, in metres, for raising the crown & height reduction of the Ornamental Prunus.

For further detailed information on both the National and Local Validation Requirements please go to 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 **22nd June 2018** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther
Group Head of Planning