

Robert Holt
41 The Drive
Craigwell Estate
Bognor Regis
West Sussex
PO21 4DT

Please ask for: Zoe Toppin
Email: zoe.toppin@arun.gov.uk
Telephone: 01903 737889
Our Ref: AW/178/20/TC
Your Ref:
Date: 23rd July 2020

Dear Mr Holt,

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

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

Development: Crown reduction of 2 No. Oak Trees by 2-2.5m within Craigwell House Conservation Area.

Location: 41 The Drive Craigwell Estate Bognor Regis West Sussex PO21 4DT

Thank you for your recent notification which I received on 23rd July 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 :-

If proposing a crown reduction please provide the proposed height and spread of both trees, in meters, after the reduction has taken place.

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 **6th August 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.