



Mr Jake Davies
Round Top Trees
7 Alleyne Way, Elmer Sands
Bognor Regis
PO226JZ

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

Our Ref: AW/221/18/TC
Your Ref:

Please ask for:
Zac Denton
01903 737500 x37447

Dear Mr Jake Davies

15th August 2018

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

Development 1m Height Reduction & 0.5m Crown Reduction to 7No. Hawthorns. 1.5m Height Reduction & 0.2m Crown Reduction to Pittosporum & 1No. Sycamore within Craigweil House, Aldwick conservation area.

Location Brus Lodge 28 Kingsway Aldwick

Thank you for your recent application which I received on 23rd July 2018. It is being validated by Zac Denton 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 state exactly how many Pittosporum you wish to perform surgery too.

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 **29th August 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