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Alex Burrows  
34 The Drive  
Bognor Regis  
West Sussex  
PO21 4DU

**Our Ref:** AW/222/18/TC

**Please ask for:**

**Amber Willard  
01903 737500 x37445**

15 August 2018

Dear Mr Burrows

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

**Description** Fell 2No. Macrocarpa within Craigweil House, Aldwick conservation area.

**Location** 34 The Drive Bognor Regis,,

Thank you for your notification received on 6th August 2018, I am writing to acknowledge that it was accepted as a validly made on 6th August 2018. On receipt of this letter, if you have any concerns about the way that the Council has described your proposed work you should contact the case officer: Amber Willard 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 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 14th September 2018. You can follow how your application is progressing on the Council's website:

[www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

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 a Tree Preservation Order (TPO)
- decide not to make a Tree Preservation Order and inform you within 6 weeks from the receipt of the notification that the proposed works can go ahead within 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 of the notice.

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 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.

For details on how the Council will deal with your data, please refer to our privacy notice called Privacy statement planning application on the web site  
<https://www.arun.gov.uk/planning-privacy-statements>

Please do not hesitate to contact the case officer if you have any queries.

Yours sincerely



Neil Crowther  
Group Head of Planning

**Please note: When an application is submitted online or with an email address in the agent details, most correspondence, including the decision notice will be sent by email. It is therefore important that you inform us if you make any change to your email address during the course of this application.**