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Mrs Sarah Tighe
Cringles
9 The Drive
Aldwick
PO21 4DU

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

Tel: 01903 737756
Email: planning@arun.gov.uk
www.arun.gov.uk/planning
Please ask for: Jonny Cooper
Email: jonny.cooper@arun.gov.uk
Telephone: 01903 737532
Our Ref: AW/224/25/TC
Your Ref:
Date: 2nd October 2025

Dear Mrs Tighe,

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

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

Development: Crown reductions to 1 No. Willow, 2 No. Firs and 2 No. Cherrys within the Craigwell House, Aldwick Conservation Area.

Location: Cringles 9 The Drive Bognor Regis PO21 4DU

Thank you for your recent notification which I received on 1st October 2025. It is being validated by Jonny Cooper who will be able to assist you should you have any questions.

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

Please clarify the heights and spreads of the trees after the proposed works.

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

If providing additional documents or information, please email it to: planning.responses@arun.gov.uk with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **16th October 2025** or your notification will be closed as incomplete and where a fee has been paid, I will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. If you have difficulty meeting this deadline please contact the above officer to agree an extension to this time scale. Once the application has been closed, you will need to submit a fresh application if you still want to proceed.

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
<https://www.arun.gov.uk/privacy-policy/>

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.

To register to receive notification of planning applications in your area, please go to
<https://www1.arun.gov.uk/planning-application-finder>