



Mr I Jefferies
Saffron Lodge
46 Kingsway
Craigweil
Aldwick
PO21 4DN

Arun District Council
Arun Civic Centre
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West Sussex BN17 5LF
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: AW/243/12/TC
Your Ref:

Please ask for:
Mrs S Honney-Bayes
extn. 37445

Dear Mr Jefferies

21st September 2012

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

Development Removal of 1 no. Eucalyptus Dalrympliana tree (within the Craigweil House Conservation Area)
Location Saffron Lodge 46 Kingsway Craigweil Aldwick

Thank you for your recent application which I received on 17th September 2012. It is being dealt with by Mrs S Honney-Bayes who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

You have stated in your letter that you intend to pollard the remaining trees within your boundary. Please confirm the amount being removed in metres and provide further details relating to each tree, as they will need to be included in the description.

Please provide the above by **5th October 2012**. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

If this letter has crossed with you providing the information, please ignore it.