



ARUN
DISTRICT COUNCIL

Working in partnership with

South Downs
National Park Authority

Mrs Y Green
The Water Tower
16 Craigweil Manor
Aldwick
West Sussex
PO21 4DJ

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

Your Ref:

Our Ref: AW/263/11/T

Please ask for: Miss K Rawlins
01903 737500 Ext 37314

26th October 2011

Dear Mrs Green

The Town and Country Planning Act 1990 (as amended)
The Town and Country Planning (Tree Preservation Order) Regs 1999
Hedgerows Regulations 1997

Crown reduction of 1x Oak tree by 25% and reduce crown & gentle crown thinning of 1x Sycamore tree by 10%.

The Water Tower 16 Craigweil Manor Aldwick PO21 4DJ

Thank you for your recent application, which was accepted as valid on 25th October 2011. It is being dealt with by Miss K Rawlins who will be able to help you by telephone should you have any questions. However, I would point out that it will not be possible for you to meet with the case officer unless a prior appointment has been arranged.

If you have not received a decision by 20th December 2011 and have not agreed in writing to extend this time limit, or been advised that your application is invalid, you are entitled to appeal to the Secretary of State in accordance with the Town and Country Planning Act within 28 days from the date by which the decision should have been made (unless the application has been referred to the Secretary of State by this Council for decision). Appeals must be made on a form which is obtainable from the Government Office for The South East, West Sussex Team Planning, Bridge House, 1 Walnut Tree Close, Guildford, Surrey, GU1 4GA.

Please be aware that some of our correspondence including the Decision Notification will be sent by email if you have provided an email address on your forms. It is therefore important to inform us if your email address changes throughout the course of the application.

This acknowledgement only relates to planning and does not relate to any other legislation which may or may not apply such as Building Regulations. You will need to carry out your own checks to determine whether any other consents or permissions are required. For advice on whether Building Regulations are required please visit the government's website www.planningportal.gov.uk or seek your own professional advice. If you are in any doubt you will need to submit a formal Building Regulations submission.

PMAC11



Mrs Y Green
The Water Tower
16 Craigweil Manor
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Our Ref: AW/263/11/T

Your Ref:

Please ask for:
Mrs J Grieves
Technical Support Unit Assistant
20th October 2011

The Town and Country Planning Act 1990 (as amended)

The Town and Country Planning (Tree Preservation Order) Regs 1999

Crown reduction of 1x Oak tree by 25% & crown thinning of 1x Sycamore tree & reduce crown

The Water Tower 16 Craigweil Manor Aldwick

Thank you for your recent application which I received on 19th October 2011. It is being dealt with by Mrs J Grieves 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 :-

Please confirm % of crown thinning & reduction of Sycamore Tree

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.

Please provide the above by 3rd November 2011. 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.

Yours sincerely

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

pmac42