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

T M Burrows & Partners
34 The Drive
Bognor Regis
West Sussex
PO21 4DU

Our Ref: AW/26/15/TC
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

3rd February 2015

Dear Mr Burrows

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

Development Reduce crrown of 1 No. Poplar tree by up to 20% & reduce crown height by 15% to 1 No. Sycamore tree.

Location Long Furlong 30 The Drive Aldwick

Thank you for your recent application which I received on 29th January 2015. It is being validated by Mrs D Johnson 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 provide the measurments for the crown reductions in metres.

For further detailed information on both the National and Local Validation Requirements please go to our website: http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA. 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 **17th February 2015** or your application will be returned to you 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

Karl Roberts
Assistant Director Planning & Economic Regeneration

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