Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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e-mail:planning@arun.gov.uk
website: www.arun.gov.uk/planning

Mr William Tighe
Cringles
9 The Drive
Bognor Regis
West Sussex
PO21 4DU

Our Ref: AW/345/18/TC
Your Ref:

Please ask for:
Nicola Moore
01903 737500 X 37944

10th December 2018

Dear Mr Tighe

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

Development Crown reduction of 1.5m & trim to 2 No. Fir trees, Trim 1 No. Cherry tree & Trim 1 No. Willow tree within the Craigweil House, Aldwick Conservation area.

Location Cringles 9 The Drive Bognor Regis

Thank you for your recent application which I received on 5th December 2018. It is being validated by Nicola Moore 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 :-

1 No. Cherry tree - please confirm if crown lift or crown reduction in metres. Or, if a Crown thin in %.

1 No. Willow tree - please confirm if crown lift or crown reduction in metres. Or, if a crown thin in %.

2 No. Fir tree - please confirm if trim is either a crown lift in metres or a crown thin in %.

Please confirm if trees were in situ in 1958.

Where the information requested above relates to a local validation requirement, you may request that the requirement is waived. The information requested should be reasonable having regard to the nature and scale of the proposed development and about a matter which it is reasonable to think would be a material consideration in determining the application. If you do not feel this is the case, you can serve a notice on the Council, specifying which particulars or evidence you do not consider meet this test of reasonableness. You must state which items you disagree with and set out the reasons why you hold the view, please quote the application reference in your letter or email. The Council will then consider your case and respond. It should be noted that there is no right to challenge the national requirements as these requirements are contained in planning legislation.

For further detailed information on both the National and Local Validation Requirements please go to our website: **http://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.

Please provide the above by **24th December 2018** or your application will be closed 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.

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Yours sincerely

Neil Crowther
Group Head of Planning