



Mr & Mrs Nigel Sampson
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Arun District Council
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Our Ref: AW/348/17/TC

Please ask for:

Zac Denton
01903 737500 x37447

04 December 2017

Dear Mr & Mrs Sampson

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

Description	1. To fell 1No. Bay that is within 5 metres of properties 2. Crown reduce the top of 1No. Bay by 1.5 meters 3. Reduce 1No. Conifer by 1.5 meters at rear and crown lift by 2 meters 4. To prune 1No. Holm oak to last pruning point and thin crown by 20% within the Craigweil House, Aldwick Conservation Area.
Location	Craig Rock Cottage 28 The Drive, Aldwick,

Thank you for your notification received on 23rd November 2017, I am writing to acknowledge that it was accepted as a validly made on 23rd November 2017. On receipt of this letter if you have any concerns about the way that the Council has described your proposed work you should contact the Case Officer: Zac Denton who will be dealing with your application, to discuss the matter.

The Council will publicise this application by means of a site notice on or near the application site and on our website. The notice needs to be displayed for not less than 21 days. **The notice and folder remain the property of Arun District Council and MUST NOT BE REMOVED and remain in place for the officer to collect after the 21 days have expired.** If there are any problems with regards to the site notice (e.g. vandalism), please contact your Case Officer.

Your application cannot be determined until the end of the statutory publicity and consultation periods which is 28th December 2017. You can follow how your application is progressing on the Council's website:

www.arun.gov.uk/planning

Under section 211 of the Act, the outcome of your application will either be that the Council:

- consider it necessary in the interests of amenity not to permit the proposed works and so will make a Tree Preservation Order (TPO)
- decide not to make a Tree Preservation Order and inform you within 6 weeks from the receipt of the notification that the proposed works can go ahead within 2 years of the date of the decision.
- decide not to make a Tree Preservation Order and allow the 6 weeks for determination to expire, at which point the work can go ahead so long as it is carried out within 2 years of the date of the notice.

Finally, can I remind you that it is a criminal offence to carry out works to trees in a Conservation Area without first having the Council's consent. The penalties are the same as those for contravening Tree Preservation Order (TPO), for example the owner or anyone who cuts down a tree is liable, if convicted in the Magistrates' Court to a fine up to £20,000.

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Please do not hesitate to contact the case officer if you have any queries.

Yours sincerely

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish.

Neil Crowther
Group Head of Planning

Please note: When an application is submitted online or with an email address in the agent details, most correspondence, including the decision notice will be sent by email. It is therefore important that you inform us if you make any change to your email address during the course of this application.