



The Arboricultural Consultancy
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Southwick
BN42 4NS

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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Our Ref: AW/363/17/TC
Your Ref:

Please ask for:
Zac Denton
01903 737500 x37447

Dear Mr Tidey

20th December 2017

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

Development Fell 2No. Cupressus. Crown reduction to previous pruning points and 2m height reduction to 1No. Bay Laurel. 2.5 Crown Reduction to 1No. Holm Oak. 2m Height Reduction to 1No. Holm Oak. Trim 1No. Leyland Cypress.

Location Craig Rock Cottage 28 The Drive Aldwick West Sussex

Thank you for your recent application which I received on 14th December 2017. It is being validated by Zac Denton 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 :-

No fee accompanied your application. I suggest that the required fee is £0 and would be grateful if you would forward this amount to me as soon as possible. (Please note that cash can no longer be accepted at these offices)

Please provide a measurement, in metres, detailing how much you are wishing to reduce the Leyland Cypress by.

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 **3rd January 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.

Yours sincerely

Neil Crowther
Group Head of Planning