

## Nicola Moore

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**From:** Nicola Moore  
**Sent:** 21 February 2020 15:31  
**To:** [REDACTED]  
**Subject:** Application for works to a Tree in a Conservation area  
**Attachments:** scan\_nicola.moore\_2020-02-21-15-13-37.pdf; aw 41 20 tc.pdf; tree validation.pdf

Good Afternoon Mrs Hailey-Wingate

Further to our telephone conversation this afternoon, please find attached letters regarding the 2 applications you have submitted for 25 The Drive, Craigwell, Bognor Regis.

As discussed the following information is required in order for the applications to be validated:

AW/20/20/TC – application to fell 1 No. dead tree – with regards to the species of the tree, I have clarified this with my Team Leader, and it is a validation requirement that this is provided as part of the application. Further guidance can be found on the attached Tree Validation document. Please also re submit the sketch plan to clearly show the location of the tree. The plan should show road names and adjoining properties.

AW/41/20/TC – application to fell 3 No. Apple trees – please provide a sketch plan clearly identifying the location of the trees. The plan should show road names and adjoining properties.

For both applications you can also provide photos of the trees.

I have attached a copy of our validation requirements and guidance notes to help with the information required.

Please can you also confirm that the email address is correct, and this will be updated on your applications.

Kind Regards

Nicky Moore

Nicky Moore | Technical Support Assistant, Planning Department, Arun District Council | Location: First floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF

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