## Nicola Moore

**From:** Nicola Moore
**Sent:** 17 March 2022 15:07
**To:** [redacted]
**Subject:** AW/51/22/T - Oak Tree Cottage
**Attachments:** aw 51 22 t.pdf; Tree works validation requirements 2022.pdf

Dear Mr Williams

With reference to the above letter sent on 3rd March and your subsequent conversation, I do not appear to have received the requested information.

As requested, you are required to submit:

- Sketch Plan – this should clearly show the location of the tree in relation to the property and adjoining properties. It can be hand drawn, but must include road names so that the location is very clear. A North point is also helpful.
- Proposed height and spread measurement – as the proposed work is a 'light reduction', you must provide the height and spread measurements of the tree after pruning rather than the amount to be removed. Eg – crown reduction to height 4m and spread 2m. By specifying the measurements in this way, it will be possible for you and us to ensure that the correct amount of work is carried out.

Both of these are validation requirements (see attached).

In order for the application to be validated, please provide the required information by 24th March.

Kind Regards

Nicky Moore

Nicky Moore
Technical Support Assistant, Planning
[redacted]