



Mr B Lock
15 Wychwood Close
Aldwick
West Sussex
PO21 4DW

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: AW/64/14/TC

Your Ref:

Please ask for:

Mrs J Grieves

01903 737711 x 37448

20th March 2014

Dear Mr Lock

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

Development Reduce 1no. Mimosa tree - Within the Craigweil House Conservation Area
Location 15 Wychwood Close Aldwick

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are received or resolved:-

Please confirm the amount of reduction (in metres) to the tree

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>

If you are unable to download the required documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by **3rd April 2014**. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

If this letter has crossed with you providing the information, please ignore it.

Yours sincerely

Karl Roberts