

ACB Architectural Services  
23 Elcombe Close  
Bracklesham Bay  
Chichester  
PO20 8QZ

Please ask for: Nicola Moore  
Email: [nicola.moore@arun.gov.uk](mailto:nicola.moore@arun.gov.uk)  
Telephone: Ext 37944  
Our Ref: AW/65/21/T  
Your Ref:  
Date: 23rd February 2021

Dear Mr Belcher,

**Town & Country Planning Act 1990 (as amended)**  
**Town & Country Planning (Tree Preservation) (England) Regulations 2012**

**Application for Works to Trees(s) subject to a Tree Preservation Order(TPO)**

**Development:** G121 & G125 - Monterey Cypress.  
Lightly prune growing shoots by not more than 30 to 50 cms to retain shape.  
Please note that this is for 11 and 15 Waters Edge, Bognor Regis, PO21 4AW as covered by the TPO/AW/213/10.

**Location:** 11 & 15 Waters Edge Aldwick PO21 4AW

Thank you for your recent application which I received on 20th February 2021. It is being validated by Nicola Moore 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 :-

For clarity please confirm the number of Monterey trees.

Please provide the proposed height & spread measurements, in metres, after proposed works.

For further guidance, please refer to the list of validation requirements for tree applications on 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 **9th March 2021** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



**Neil Crowther**  
**Group Head of Planning**

For details of how the Council will deal with your data please refer to our privacy notices on the website [www.arun.gov.uk/planning-privacy-statements](http://www.arun.gov.uk/planning-privacy-statements)

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to <https://www.arun.gov.uk/planning> and click into Local Planning Application Finder.