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Mr Alex Burrows  
T M Burrows & Partners  
34 The Drive  
Bognor Regis  
West Sussex  
PO21 4DU

Please ask for: Aishwarya Reddy  
Email: [aishwarya.reddy@arun.gov.uk](mailto:aishwarya.reddy@arun.gov.uk)  
Telephone: 01903 737649  
Our Ref: AW/80/25/TC  
Your Ref:  
Date: 1st April 2025

Dear Mr Burrows,

### **Town & Country Planning Planning Act 1990 (as amended) s211 Notice**

#### **Prior Notification of Work to Tree(s) in a Conservation Area**

**Development:** 1 No. Bay (T1) crown reduction to leave a height of 6m and spread of 3.5m. These trees are within the Craigwell House, Aldwick Conservation Area.  
**Location:** Long Furlong 30 The Drive Aldwick PO21 4DU

Thank you for your notification which was received on 1st April 2025. I am writing to acknowledge that it was accepted as a valid notification on 1st April 2025. On receipt of this letter, if you have any concerns about the way that the Council has described your application you should contact **Aishwarya Reddy**, the case officer who is dealing with your application.

The Council will publicise this notification by means of a site notice on or near the application site and on our website. **The notice needs to be displayed until the date indicated on it for comments to be made by and for not less than 21 days.** After this period it can be removed. If there are any problems with regards to the site notice (e.g. vandalism), please contact the case officer.

Your application cannot be determined until the end of the statutory publicity and consultation periods which is 3rd May 2025. You can follow how your application is progressing on the Council's website: <https://www.arun.gov.uk/planning-application-search>

Under section 211 of the Act, the outcome of your application will either be that the Council:

- consider it necessary in the interests of amenity not to permit the proposed works and so will make Tree Preservation Order(TPO);
- decide not to make a Tree Preservation Order and inform you, within 6 weeks from the date the notification was accepted as valid, that you can go ahead within 2 years of the date of the decision;
- decide not to make a Tree Preservation Order and allow the 6 weeks for determination to expire, at

which point the work can go ahead so long as it is carried out within 2 years of the date the notification was received.

Finally, can I remind you that it is a criminal offence to carry out works to trees in a Conservation Area without first having the Council's consent. The penalties are the same as those for contravening a Tree Preservation Order (TPO) , for example the owner or anyone who cuts down a tree is liable, if convicted in the Magistrates' Court to a fine up to £20,000.

Please do not hesitate to contact the case officer on the above details if you have any questions or queries.

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  
<https://www.arun.gov.uk/privacy-policy/>

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://www1.arun.gov.uk/planning-application-finder>