



Mr John Baitup
12 Chawkmare Coppice
Bognor Regis
West Sussex
PO21 3SA

Arun District Council
Arun Civic Centre
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Littlehampton
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Minicom: 01903 732765
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website: www.arun.gov.uk/planning

Our Ref: AW/88/18/TC
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

Dear Mr Baitup

11th April 2018

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

Development Surgery to 2No. Silver Birch & 1No. Beech

Location 12 Chawkmare Coppice Bognor Regis

Thank you for your recent application which I received on 28th March 2018. It is being validated by Miss C Burrows 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 :-

Please provide exact measurements (in metres) of the proposed works.

For further detailed information on both the National and Local Validation Requirements please go to 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 **25th April 2018** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther
Group Head of Planning