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

Glyn Brown
44 Kingsway
Kingsway
Bognor Regis
PO21 4DN

Please ask for: Kathryn Welch
Email: kathryn.welch@arun.gov.uk
Telephone: 01903 737789

Our Ref: AW/88/21/TC
Your Ref:
Date: 12th March 2021

Dear Mr Brown,

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

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

Development: Crown reduction the to 1No. Conifer by 2 m and 1 No. Bay by 1m.
Location: 44 Kingsway Aldwick PO21 4DN

Thank you for your recent notification which I received on 10th March 2021. It is being validated by Kathryn Welch 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 notification until the following item(s) have been received or resolved :-

Please provide proposed measurements (m) from ground level for 1 No. Confer and 1 No. Bay.

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 **26th March 2021** or your notification 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

PLEASE NOTE: Essential IT work will be carried out during the week of 12 April 2021 and there will be no access to the planning records on the website. It will not be possible to follow the progress of an application, view any documents or make on line comments. To ensure that no one is disadvantaged the publicity period will be extended by a week on planning applications where the publicity period falls over this week. The site notices and documentation will quote the extended date if this is applicable.

All aspects of planning, building control and local land charges will be limited during this week. If you do need to contact the case officer during this week you will need to be able to provide the exact reference number and as much detail as possible. The service will be extremely limited and it would be best to contact us either before 12 April, or after, when the work is completed on 19 April 2021.

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

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.