



Arun District Council
Arun Civic Centre
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West Sussex BN17 5LF
Planning & Building Control General Enquiries
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Mr B Brooks
17 The Drive
Bognor Regis
West Sussex
PO21 4DU

Our Ref: AW/94/12/TC

Please ask for:

**Mrs J Chapman
01903 737657**

Dear Mr B Brooks

30 April 2012

**Town & Country Planning (Trees) Regulations 1999 (as amended)
Application for Prior Notification of Work to Tree(s) in a Conservation Area**

Development Reduce upper canopy of 1 no. Cherry tree by 2 metres within the Craigweil House Conservation Area

Location 17 The Drive Bognor Regis,,

Thank you for your application received on 20th April 2012, I am writing to acknowledge that it was accepted as a valid application on 20th April 2012. On receipt of this letter if you have any concerns about the way that the Council has described your application you should contact the Case Officer Mrs J Chapman who will be dealing with your application to discuss the matter.

Your application has been put into the Planning Register and is available for viewing by the public at the Council Offices and on the website. The Council publicise all planning applications by means of a site notice. I would be grateful if you would display the enclosed site notice on or near the site for 21 days from the date you receive this letter in a position where it can easily be seen by the general public.

Your application cannot be determined until the end of the statutory publicity and consultation periods which is 31st May 2012. You can follow how your application is progressing on the Council's website www.arun.gov.uk/planning using the application's reference number. Due to the pressure of work it will not be possible for you to meet with the Case Officer unless you have made an appointment.

This acknowledgement only relates to planning and does not relate to any other legislation which may or may not apply such as Building Regulations. You will need to carry out your own checks to determine whether any other consents or permissions are required. For advice on whether Building Regulations are required please visit the government's website www.planningportal.gov.uk or seek your own professional advice. If you are in any doubt you will need to submit a formal Building Regulations submission.

Please do not hesitate to contact us if you have any queries.

Yours sincerely

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