



University of Chichester
Upper Bognor Road
Bognor Regis
West Sussex
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Arun District Council
Arun Civic Centre
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West Sussex BN17 5LF
Planning General Enquiries
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e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: BR/24/15/TC
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Hicks

3rd February 2015

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

Development Cut back limbs of 1 No. Oak tree on South side of canteen side by 4-5m & reduce height of shrub hedge within the Upper Bognor Road & Mead Lane Conservation Area.

Location University of Chichester Upper Bognor Road Bognor Regis

Thank you for your recent application which I received on 29th January 2015. It is being validated by Mrs D Johnson 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 identify the species of the shrub hedge and provide the measurement, in metres, for the proposed surgery.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>. 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 **17th February 2015** or your application will be returned to you 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

Karl Roberts
Assistant Director Planning & Economic Regeneration