



All Tree Solutions
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Planning General Enquiries
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Our Ref: BR/278/17/TC
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Reed

16th October 2017

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

Development Remove deadwood to 1 No. Pittosporum tree, reduce height of 1 No. Bay tree by 3.5m & coppice 1 No. Bay tree within the Upper Bognor Road & Mead Lane Conservation Area.

Location Gerard Lodge 26 Upper Bognor Road Bognor Road

Thank you for your recent application which I received on 11th October 2017. 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 :-

Concerning Bay tree T1, please provide the measurements for the coppice in metres or confirm you are pollarding to previous pruning points.

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 **30th October 2017** 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