



Mrs Marlene Mckinlay
Flat 1 The Shrubbery
41 Upper Bognor Road
Bognor Regis
PO211HJ

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning 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

Our Ref: BR/97/19/TC
Your Ref:

Please ask for:
Nicola Moore
01903 737500 X 37944

Dear Mrs Mckinlay

4th April 2019

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

Development Fell 1 No. Lime tree and reduction by 50% to 2 No. Lime trees within the Upper Bognor Road and Mead Lane Conservation area.

Location The Shrubbery, Flat 1 41 Upper Bognor Road Bognor Regis

Thank you for your recent application which I received on 3rd April 2019. It is being validated by Nicola Moore 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 a sketch plan clearly showing the position of each tree.

Please confirm the work required to 2No. Lime trees not being removed. If it is a Crown reduction this must be provided in metres. If re pollarding back to previous pollard points, please confirm in metres how much is to be removed.

Where the information requested above relates to a local validation requirement, you may request that the requirement is waived. The information requested should be reasonable having regard to the nature and scale of the proposed development and about a matter which it is reasonable to think would be a material consideration in determining the application. If you do not feel this is the case, you can serve a notice on the Council, specifying which particulars or evidence you do not consider meet this test of reasonableness. You must state which items you disagree with and set out the reasons why you hold the view, please quote the application reference in your letter or email. The Council will then consider your case and respond. It should be noted that there is no right to challenge the national requirements as these requirements are contained in planning legislation.

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 **18th April 2019** 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

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther
Group Head of Planning