



Ms J Phillips
The Beach Hut
3 Oaklands
Ferring
West Sussex
BN12 5GE

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

Our Ref: FG/126/13/TC
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Ms Phillips

18th October 2013

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

Development Reduce crown of 1 No Silver Birch tree within the Ferring Conservation Area

Location The Beach Hut 3 Oaklands Ferring

Thank you for your recent application which I received on 7th October 2013. 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 complete Question 9 and return accordingly.

Please state, in metres, how much of the crown you would like to reduce.

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 **1st November 2013** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the development. 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