



Bell Gardens
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Arun District Council
Arun Civic Centre
Maltravers Road
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Planning & Building Control General Enquiries
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e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: LU/1/14/TC

Your Ref:

**Please ask for:
Miss C Burrows
extn 37459**

Dear Mr Tomes

6th January 2014

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

Development Various tree works within the East Street Littlehampton Conservation Area
Location Franciscan Missionary Sisters St. Josephs Convent East Street Littlehampton

Thank you for your recent application which I received on 2nd January 2014. It is being validated by Miss C Burrows 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 exact measurements of all proposed works & please confirm how many trees form part of this application. In the description you include numerous trees however the drawing you have provided only indicates 1No. Holm & 1No Bay tree, please amend accordingly.

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 **20th January 2014** 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