



Mr Russell Gilpin
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Arun District Council
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Our Ref: LU/417/17/TC
Your Ref:

Please ask for:
Technical Support Team
01903 737711

Dear R Gilpin Tree Surgery

22nd December 2017

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

Development Works to 1 x Sycamore Common/Acer (T1) - this is a tree in a conservation area which is an old pollard and requires a 30-40% crown and radial reduction to help the tree continue in it's maturity for future stature and remove any dead wood as required.

Location 1 Flat 1 Selborne Place Selborne Road LITTLEHAMPTON

Thank you for your recent application which I received on 16th December 2017. It is being validated by Technical Support Team 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 all crown reduction measurements in metres.

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 **5th January 2018** 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