



Arun District Council
Arun Civic Centre
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West Sussex BN17 5LF
Planning General Enquiries
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R Gilpin Tree Surgery
27 Kingfisher Drive
Littlehampton
BN17 7GX

Our Ref: LU/417/17/TC

Please ask for:

Amber Willard
01903 737500 x37445

03 January 2018

Dear Mr Russel

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

Description Crown reduction to 1No.Sycamore tree by 3m in Littlehampton Conservation Area

Location 1 Flat 1 Selborne Place Selborne Road, Littlehampton,

Thank you for your notification received on 18th December 2017, I am writing to acknowledge that it was accepted as a validly made on 2nd January 2018. On receipt of this letter if you have any concerns about the way that the Council has described your proposed work you should contact the Case Officer: Amber Willard who will be dealing with your application, to discuss the matter.

The Council will publicise this application by means of a site notice on or near the application site and on our website. The notice needs to be displayed for not less than 21 days. **The notice and folder remain the property of Arun District Council and MUST NOT BE REMOVED and remain in place for the officer to collect after the 21 days have expired.** If there are any problems with regards to the site notice (e.g. vandalism), please contact your Case Officer.

Your application cannot be determined until the end of the statutory publicity and consultation periods which is 1st February 2018. You can follow how your application is progressing on the Council's website:

www.arun.gov.uk/planning

Under section 211 of the Act, the outcome of your application will either be that the Council:

- consider it necessary in the interests of amenity not to permit the proposed works and so will make a Tree Preservation Order (TPO)
- decide not to make a Tree Preservation Order and inform you within 6 weeks from the receipt of the notification that the proposed works can go ahead within 2 years of the date of the decision.
- decide not to make a Tree Preservation Order and allow the 6 weeks for determination to expire, at which point the work can go ahead so long as it is carried out within 2 years of the date of the notice.

Finally, can I remind you that it is a criminal offence to carry out works to trees in a Conservation Area without first having the Council's consent. The penalties are the same as those for contravening Tree Preservation Order (TPO), for example the owner or anyone who cuts down a tree is liable, if convicted in the Magistrates' Court to a fine up to £20,000.

Please do not hesitate to contact the case officer if you have any queries.

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

Please note: When an application is submitted online or with an email address in the agent details, most correspondence, including the decision notice will be sent by email. It is therefore important that you inform us if you make any change to your email address during the course of this application.