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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

Mr & Mrs Baly
The Dower House
Church Lane
Walberton
BN18 0UD

Please ask for: Susan Haley
Email: susan.haley@arun.gov.uk
Telephone: 01903 737694
Our Ref: WA/14/25/TC
Your Ref:
Date: 19th February 2025

Dear Mr & Mrs Baly,

Town & Country Planning Planning Act 1990 (as amended) s211 Notice

Prior Notification of Work to Tree(s) in a Conservation Area

Development: 4 No. Lime trees crown reduction to previously pruned points. These trees are within the Walberton Village Conservation Area.

Location: The Dower House Church Lane Walberton BN18 0UD

Thank you for your recent notification which I received on 18th February 2025. It is being validated by Susan Haley who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid notification until the following item(s) have been received or resolved :-

A plan is needed that clearly shows the location of the tree/s. This plan must include a least one named road and any adjoining properties. A north point is also helpful.
Please refer to the Council's validation requirements for more information.

Please clarify the height and spread of the trees, in metres, after the proposed crown reduction.

For further guidance, please refer to the list of validation requirements for tree applications on our website: <https://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.

If providing additional documents or information, please email it to: planning.responses@arun.gov.uk with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **5th March 2025** or your notification will be closed as incomplete and where a fee has been paid, I will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. If you have difficulty meeting this deadline please contact the above officer to

agree an extension to this time scale. Once the application has been closed, you will need to submit a fresh application if you still want to proceed.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website
<https://www.arun.gov.uk/privacy-policy/>

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to
<https://www1.arun.gov.uk/planning-application-finder>