

## **Susan Haley**

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**From:** Susan Haley  
**Sent:** 19 February 2025 12:19  
**To:** [REDACTED]  
**Subject:** RE: Notice of Intent - AW/14/25/TC  
**Attachments:** Tree Works Validation Requirements 2024.pdf

Dear Mrs Baly,

I have made up a tree application with reference AW/14/25/TC and have sent an email requesting additional information. The tree validation requirements document attached gives more detailed wording and hyperlinks. You need to refer to 'Works to a tree in a conservation area', page 4 onwards.

You need to provide a plan that clearly shows the location of the tree/s. Where the application involves more than 1 tree the trees should be clearly labelled. The plan should include at least one road name and any adjoining properties, so the location is very clear. A north point is also helpful.

Please also clarify the height and spread of the trees, in metres, after the proposed crown reduction. An application form is not needed as we have received an email request from yourself.

You will receive a letter when the case has been decided from where works can then be carried out. You need to wait for approval.

Kind regards

**Susan Haley**  
**Planner Degree Apprentice**  
**Technical Support Unit**

T: 01903 737694

E: [susan.haley@arun.gov.uk](mailto:susan.haley@arun.gov.uk)

Arun District Council, Civic Centre, Maltravers Rd  
Littlehampton, West Sussex, BN17 5LF  
[www.arun.gov.uk](http://www.arun.gov.uk)



**From:** Robert Baly  
**Sent:** 18 February 2025 09:46  
**To:** Planning <[Planning@arun.gov.uk](mailto:Planning@arun.gov.uk)>  
**Subject:** Re: Notice of Intent

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Dear Mrs Haley,

Thank you for your offer, it would be very kind if you would enter the application form with the provided information.

Do I need to wait for your approval of the application as the window for works to be carried out may be soon and if this is the case I presume I will receive a letter or email and not need to check the portal.

Kind regards,

Mrs Sity Baly

Sent from my iPad

On 17 Feb 2025, at 14:19, Planning <[Planning@arun.gov.uk](mailto:Planning@arun.gov.uk)> wrote:

Thank you for your email.

In order to carry out works to a tree in a conservation area an application of intended works has to be made. There is no fee for this.

Please can you confirm if you would like me to make up an application from the information provided in your email, and if we require any further information we will be in touch.

Kind regards

**Susan Haley**  
**Planner Degree Apprentice**  
**Technical Support Unit**

T: 01903 737694  
E: [susan.haley@arun.gov.uk](mailto:susan.haley@arun.gov.uk)

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[www.arun.gov.uk](http://www.arun.gov.uk)

<image001.jpg>

<image002.jpg>

<image003.jpg>



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**From:** [REDACTED]  
**Sent:** 17 February 2025 11:08  
**To:** Planning <[Planning@arun.gov.uk](mailto:Planning@arun.gov.uk)>  
**Subject:** Notice of Intent

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The Dower House, Church Lane, Walberton, BN18 0UD

<image004.jpg>

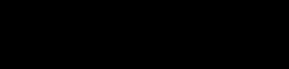
Dear Sir/Madam

I intend to carry out crown reduction to previously pruned points on 4x common lime trees situated along my southern boundary. This will take place at some point this year in accordance with the appropriate tree pruning times for this species.

Please let me know if you require any further information.

With Kind regards,

Sity Baly



Sent from my iPad

<https://www.arun.gov.uk>

DX 57406 Littlehampton

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