



Mr Nigel Wachman  
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London  
SW17 7DX

Arun District Council  
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**Our Ref: WA/67/12/TC**  
**Your Ref:**

**Please ask for:**  
**Mrs J Grieves**  
**01903 737711 x 37448**

Dear Mr Wachman

23rd November 2012

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

**Development** Crown reduction by m to 1no. Holly Tree & Crown reduction by m to 1no. Bay Tree -  
Within the Walberton Village & Walberton Green conservation areas)  
**Location** Myrtle Cottage The Street Walberton

Thank you for your recent application which I received on 20th November 2012. It is being dealt with by Mrs J Grieves who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

Please confirm in metres the length of the branches to be removed to achieve the reduction

Please confirm your email address as it is unclear from the application form.

Please provide the above by **7th December 2012**. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

For further guidance or to obtain the documents as required above please refer to our website:  
<http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

*If this letter has crossed with you providing the information, please ignore it.*

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