

Allan Leigh Lawson
Church House
Church Lane
Yapton
West Sussex
BN18 0EH

Please ask for: Zoe Toppin
Email: zoe.toppin@arun.gov.uk
Telephone: 01903 737889
Our Ref: Y/84/20/TC
Your Ref:
Date: 24th August 2020

Dear Mr Lawson,

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

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

Development: Remove branch to 1 No. Fir Tree.
Crown lift to 1m and reduce branch on southern aspect of 1 No. Mulberry tree within the Church Lane, Yapton Conservation Area.

Location: Church House Church Lane Yapton West Sussex BN18 0EH

Thank you for your recent notification which I received on 24th August 2020. It is being validated by Zoe Toppin 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 notification until the following item(s) have been received or resolved :-

Please provide photos clearly showing branches to be removed/reduced from 1 No. Fir tree and 1 No. Mulberry Tree.

1 No. Mulberry tree limb on southern aspect - please provide the proposed measurement after the proposed works.

1 No. Fir tree - for clarity please confirm from which branch is to be removed.

For further guidance, please refer to the list of validation requirements for tree applications on 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 **7th September 2020** or your notification will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

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 www.arun.gov.uk/planning-privacy-statements

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.