

Our ref: 23/00042/TREECA  
Please ask for: Luke Swales  
Direct dial: 01553 616865  
E-mail: borough.planning@west-norfolk.gov.uk

Mr M McNamara  
c/o Mr Robert Wright  
The Thatched House  
Aldborough  
Norwich  
NR11 7AA

**Geoff Hall**  
Executive Director

**Stuart Ashworth**  
Assistant Director Environment and Planning

14 February 2023

Dear Sir or Madam

### **APPLICATION FOR TREE WORK**

Details: **Remove all small self sown trees on boundary at Norfolk Painting School 11 Church Street North Creake Norfolk NR21 9JN**

I have received a tree work application as detailed above but cannot process it until I receive some more information:

1. Please confirm whether the tree stumps are to be ground out or to remain, if the latter please confirm the finished height of the remaining stump.
2. Please provide the species of tree if known
3. The submitted images, sketch plan and application form does not state the amount of trees to be removed please provide this information
4. On your sketch plan you have not clearly marked how many trees are to be removed. Please provide this information by marking the trees on the sketch plan with circles identifying the trees i.e T1, T2 etc.

Once this information is received your application will become valid and the application can be passed to the Tree Officer.

To enable me to deal with the additional information requested efficiently could you please ensure you quote the application number detailed at the top of this letter and mark it for the attention of Luke Swales

Yours faithfully



Executive Director  
Environment and Planning

