

Our Ref: 23/0884/TTPO  
Your Ref: Mortlock House CB24

15 August 2023



Ms Fleur Walker  
Gardenrama Company  
Church Walk  
Sawbridgeworth  
Herts  
CM219BJ

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

[www.scambs.gov.uk](http://www.scambs.gov.uk) | [www.cambridge.gov.uk](http://www.cambridge.gov.uk)

Dear Ms Walker

**South Cambridgeshire District Council**  
**Application for Works to Trees Protected by a Tree Preservation Order**

Proposal: T20 Alder  
Reduce lateral branches by up to 1.5m to suitable growth points, reducing height by 3m.

Site address: Mortlock House Station Road Impington Cambridgeshire

Your client: Ms Fleur Walker

I have checked the above application received on 14 August 2023 and am currently unable to register it as a valid application as it does not meet the requirements detailed on our published validation checklist.

**What you need to do**

The following item(s) need your attention:

0. The agent, tree owner or applicant details do not appear to be correct.

<https://www.scambs.gov.uk/planning/natural-historic-and-built-environment/natural-environment/trees-hedgerows/invalid-tree-work-notifications-and-applications/#A3>

If you are providing revised or additional documents please can you email them to [planning@greatercambridgeplanning.org](mailto:planning@greatercambridgeplanning.org) quoting your planning reference number.

**A decision on your application will be delayed**

Your application will not be registered or formally acknowledged until receipt of the above. Unfortunately this will inevitably delay determination of your client's application.

If the above has not been received before 30 August 2023 the documents may be returned to you and any fee paid refunded.

If you wish to discuss this request please contact me on the telephone number listed below.

Yours sincerely

Jan Ashley-Fenn  
Technical Support Officer

Email: [Planning@greatercambridgeplanning.org](mailto:Planning@greatercambridgeplanning.org)  
Direct dial: