



Mr Sharkey  
Kingsmead  
43 Kingsway  
Aldwick  
West Sussex  
PO21 4DL

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**Our Ref: AW/104/17/T**  
**Your Ref:**

**Please ask for:**  
**Zac Denton**  
**01903 737500 x37447**

Dear Mr Sharkey

19th April 2017

**Town & Country Planning Act 1990 (as amended)**  
**Town & Country Planning (Tree Preservation) (England) Regulations 2012**  
**Application for Works to Tree(s) on trees subject to a Tree Preservation Order (TPO)**

**Development** Fell 1 No. Sycamore tree.  
**Location** Kingsmead 43 Kingsway Aldwick

Thank you for your recent application which I received on 10th April 2017. It is being validated by Zac Denton 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 application until the following item(s) have been received or resolved :-

As you have answered 'yes' to question 8.1, you are required to provide us with written arboricultural advice or other diagnostic information from an appropriate expert.

**For further guidance on making your tree application please click here.**

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 **2nd May 2017** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther  
Group Head of Planning