Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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e-mail:planning@arun.gov.uk
website: www.arun.gov.uk/planning

Mrs J Davies
2 Lichfield Gardens
Aldwick
W SX
PO21 3RB

Our Ref: AW/10/15/T
Your Ref:

Please ask for:
Mrs J Chapman
01903 737657

23rd January 2015

Dear Mrs Davies

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 Surgery to 2no. Weeping Willows

Location 2 Lichfield Gardens Aldwick

Thank you for your recent application which I received on 13th January 2015. It is being validated by Mrs J Chapman 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 :-

Please confirm the works to each tree using the correct terminlogy and in metres. I have included some guidance notes for you to read.

For further detailed information on both the National and Local Validation Requirements please go to our website: http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA. 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 **6th February 2015** or your application will be returned to you 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

Karl Roberts
Assistant Director Planning & Economic Regeneration

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