



R S Landscapes  
12 Ivydale Road  
Bognor Regis  
West Sussex  
PO21 5LX

Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex BN17 5LF  
Planning General Enquiries  
Tel: (01903) 737756 Fax: (01903) 730442  
Dx: 57406 Littlehampton  
Minicom: 01903 732765  
e-mail: [planning@arun.gov.uk](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

**Our Ref: AW/117/17/T**  
**Your Ref:**

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

Dear Mr Sinclair

24th 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** Reduce Eastern & Western sides of 1No. Pine tree by 2m.  
**Location** 11 Arun Way Aldwick

Thank you for your recent application which I received on 18th 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 :-

Please complete the declaration, you will find this at Point 11 of the application form.

**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 **8th 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