



Mrs E Harrington
Fairfield
1 Regis Avenue
Aldwick Bay Estate
Bognor Regis
PO21 4HQ

Arun District Council
Arun Civic Centre
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Planning General Enquiries
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Our Ref: AW/136/18/T
Your Ref:

Please ask for:
Mrs J Grieves
01903 737500 x 37448

Dear Mrs Harrington

24th May 2018

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 Works to trees subject to a tree preservation order.

Location Fairfield 1 Regis Avenue Aldwick Bay Estate Bognor Regis

Thank you for your recent application which I received on 14th May 2018. It is being validated by Mrs J Grieves 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 :-

Ordnance Survey Licence

The submitted location plans appear to be photocopies from Ordnance Survey maps. Please verify in writing that you hold a 'Business Use' licence, which allows you to make copies of ordnance survey maps or alternatively submit 1 electronic or 3 paper copies of amended location plans with an appropriate ordnance survey licence number or a sketch plan identifying the tree

Please provide the measurements in metric.

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 **7th June 2018** 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