



Mrs Bridget Baxter
1 The Drive
Aldwick
West Sussex
PO21 4DU

Arun District Council
Arun Civic Centre
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Our Ref: AW/13/18/T
Your Ref:

Please ask for:
Mrs J Grieves
01903 737500 x 37448

Dear Mrs Baxter

19th January 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 Reduce crown by 25% to Holm Oak trees
Location 1 The Drive Aldwick

Thank you for your recent application which I received on 17th January 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 :-

Please confirm the number of Holm Oak trees you propose works too.

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 February 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