



Mrs U Pickett
23 Fernhurst Gardens
Aldwick
West Sussex
PO21 4BA

Arun District Council
Arun Civic Centre
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Littlehampton
West Sussex BN17 5LF
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Our Ref: AW/146/13/T
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mrs Pickett

3rd July 2013

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 the crown of 2 No Field Maple trees
Location Ditch to the rear of 23 Fernhurst Gardens Aldwick

Thank you for your recent application which I received on 24th June 2013. It is being dealt with by Mrs D Johnson who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

Please provide the measurement, in meters, that you propose to reduce the crowns of the Field Maple trees.

Please provide the above by **17th July 2013**. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

If this letter has crossed with you providing the information, please ignore it.

Yours sincerely

Karl Roberts
Assistant Director Planning & Economic Regeneration