



Mrs Janet Greenfield
7 Coastguard Cottages
110 Barrack Lane
Aldwick
Bognor Regis
PO21 4DZ

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

Our Ref: AW/167/14/T
Your Ref:

Please ask for:
Samantha Allen
01903 737774

Dear Mrs Greenfield

24th June 2014

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 Tree works to Evergreen Holm Oak
Location 7 Coastguard Cottages 110 110 Barrack Lane Bognor Regis

Thank you for your recent application which I received on 15th June 2014. It is being validated by Samantha Allen 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 :-

To date we have not received the photographs and plan as mentioned in your application form.

Could you also please confirm, in metres, how much of the branches are to be removed?

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 **8th July 2014** 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