

Mr Darren Wilkinson
Drayton Office
Drayton Lane
Chichester
PO20 2AJ

Please ask for: Zoe Toppin
Email: zoe.toppin@arun.gov.uk
Telephone: 01903 737889
Our Ref: AW/169/20/T
Your Ref:
Date: 20th July 2020

Dear Mr Wilkinson,

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Tree Preservation) (England) Regulations 2012

Application for Works to Trees(s) subject to a Tree Preservation Order(TPO)

Development: T2 - Quercus robur - Crown reduce by up to 2.5m back to suitable growth points.
Works to form part of retrenchment pruning.

Location: Street Record Old Place Number 53 To 37 Aldwick PO21 3AX

Thank you for your recent application which I received on 20th July 2020. It is being validated by Zoe Toppin 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 :-

If proposing a crown reduction please confirm the height and spread of the tree, in meters, after the reduction has taken place.

Please provide a sketch plan which clearly shows the location of the affected tree. The plan should include roads names and adjoining properties, so the location is very clear. A North point is helpful.

For further guidance, please refer to the list of validation requirements for tree applications on our website: <http://www.arun.gov.uk/making-a-planning-application>

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 **3rd August 2020** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website www.arun.gov.uk/planning-privacy-statements

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.