Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning 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

Mr Richard Warrington
D & R Tree Specialists.
C/O Mrs Richards
31 Westminster Drive
Aldwick
PO21 3PE

Our Ref: AW/186/15/T
Your Ref:

Please ask for:
Miss C Burrows
extn 37459

9th July 2015

Dear Mr Warrington

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 Crown reduction of 2 No. Field Maple trees

Location 31 Westminster Drive Aldwick

Thank you for your recent application which I received on 29th June 2015. It is being validated by Miss C Burrows 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 provide details in metres of the proposed crown reduction.

Please complete the highlighted questions on the application form.

Please provide details of your Agents address and contact details.

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 **23rd July 2015** 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
Director Planning & Economic Regeneration

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