

Christina Wilks
Arcanum
9 Acorn End
Bognor Regis
West Sussex
PO21 4JA

Please ask for: Zoe Toppin
Email: zoe.toppin@arun.gov.uk
Telephone: 01903 737889
Our Ref: AW/201/20/T
Your Ref:
Date: 10th August 2020

Dear Miss Wilks,

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: Fell 1 No. Sycamore
Location: Arcanum 9 Acorn End Bognor Regis West Sussex PO21 4JA

Thank you for your recent application which I received on 5th August 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 :-

Please provide a sketch plan of the location of the tree. Please include at least one road name and adjoining properties so the location is very clear.

Please complete the entire application form and send back. This includes the contact details and the application should be signed too.

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 **24th 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.