



Mr M Johnson  
16 Margaret Close  
Bognor Regis  
West Sussex  
PO213AA

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](mailto:planning@arun.gov.uk)  
website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)

**Our Ref: AW/215/13/T**  
**Your Ref:**

**Please ask for:**  
**Miss C Burrows**  
**extn 37459**

Dear Mr Johnson

17th September 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** Fell 1 No. Pinus Radiata & crown lift 1 No. Pinus Radiata to 8 metres and reduce height by 4 metres  
**Location** 16 Margaret Close Bognor Regis

Thank you for your recent application which I received on 3rd September 2013. 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 :-

Location Plan

Please submit 1 electronic or 3 paper copies of a location plan showing clearly the position of the tree.

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 **1st October 2013** or your application will be returned to you as incomplete and you will have to resubmit if you wish to proceed with the development. 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