



Mr G Wilks
17 Willowhale Avenue
Aldwick
West Sussex
PO21 4AU

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/222/12/T

Please ask for:

**Miss K Rawlins
01903 737500 x 37314**

Dear Mr Wilks

11 September 2012

Town & Country Planning Act 1990 (as amended)
Application for Works to Tree(s) on trees subject to a Tree Preservation Order (TPO)

Development Fell 1 No Holly tree, fell 2 No Silver Birch trees and crown reduce 1 no Willow tree by 2.5 meters
Location 17 Willowhale Avenue Aldwick,,

Thank you for your application received on 4th September 2012. I am writing to acknowledge that it was accepted as a valid application on 11th September 2012. On receipt of this letter if you have any concerns about the way that the Council has described your application you should contact the Case Officer: Miss K Rawlins, who will be dealing with your application, to discuss the matter.

The Council will publicise this application by means of a site notice on or near the application site and on our website. The notice needs to be displayed for not less than 21 days. During this time I hope you will do all that you can to ensure that it is not removed or defaced and that it is removed at the end of the specified period. If there are any problems with regards to the site notice (e.g. vandalism), please contact your Case Officer.

Your application cannot be determined until the end of the statutory publicity and consultation periods which is 11th October 2012.

You can follow how your application is progressing on the Council's website:
www.arun.gov.uk/planning.

The Council aims to make as many decisions as possible before the end of the statutory determination period, which in this case will be 6th November 2012. However, this is not always possible for a number of reasons, including on-going negotiations or the scheduling of Development Control Committees.

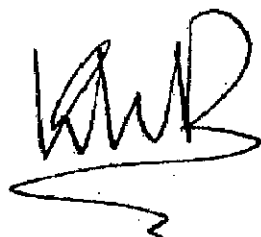
If you have not received a decision by 6th November 2012 or agreed in writing to extend the time in which the Council make a decision, you have 28 days in which to appeal to the Secretary of State. Your appeal (under the Town & Country Planning Act as amended by the 2012 Regulations) would be that the Council has failed to make a decision and you would be asking a Government Planning Inspector to make the decision instead. You can do this on a form which you can get from the Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN or from the planning portal website www.planningportal.gov.uk/planning/appeals/.

If you allow the Authority extra time to make a decision on your application, and you disagree with the decision, you will still be able to appeal within 28 days from the date the decision was issued.

Finally, can I remind you that it is a criminal offence to carry out, allow or authorise works to trees protected by a Tree Preservation Order without first having the Council's consent. Anyone found guilty of works that are likely to destroy a protected tree is liable, if convicted in the Magistrates' Court, to a fine up to £20,000. In serious cases a person may be committed for trial in the Crown Court and, if convicted, liable to an unlimited fine.

Please do not hesitate to contact the Case Officer if you have any queries.

Yours sincerely

A handwritten signature in black ink, appearing to read 'KARL', with a long, sweeping horizontal line underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration

Please note: When an application is submitted online or with an email address in the agent details, most correspondence, including the decision notice will be sent by email. It is therefore important that you inform us if you make any change to your email address during the course of this application.



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website: www.arun.gov.uk/planning

Our Ref: AW/222/12/T
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Wilks

4th September 2012

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 Holly tree, fell 2 No Silver Birch trees and crown reduce 1 no Willow tree by 30%
Location 17 Willowhale Avenue Aldwick

Thank you for your recent application which I received on 4th September 2012. It is being dealt with by Mrs D Johnson who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

Please give the measurement for the crown reduction in metres for the Willow tree.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by **18th September 2012**. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

Yours sincerely

Karl Roberts
Assistant Director Planning & Economic Regeneration

