



Mr Bastin
7 Larchfield Close
Aldwick
Bognor Regis
West Sussex
PO21 4RB

Arun District Council
Arun Civic Centre
Maltravers Road
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Our Ref: AW/255/18/T

Your Ref:

**Please ask for:
Zac Denton
01903 737500 x37447**

Dear Mr Bastin

24th September 2018

**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 to 3No. English Oak.

Location 7 Larchfield Close Aldwick West Sussex

Thank you for your recent application which I received on 3rd September 2018. It is being validated by Zac Denton 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 measurement (in metres) detailing how much you are wishing to reduce the crowns of the English Oaks by.

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 **8th October 2018** or your application will be closed 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

Neil Crowther
Group Head of Planning