



Mrs M Double
43 Christchurch Crescent
Aldwick
West Sussex
PO21 5SL

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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Our Ref: AW/257/17/T
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mrs Double

25th September 2017

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 Surgery to 1 No. Copper Beach tree
Location 43 Christchurch Crescent Aldwick

Thank you for your recent application which I received on 5th September 2017. It is being validated by Mrs D Johnson 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 complete Question 9 on the application form and return to this office.

Please provide a plan showing the position of the Copper Beach tree.

Please provide measurements in metres for the proposed surgery and for what surgery is being applied.

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 **9th October 2017** 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