



Mr Stevenson
40 Hawthorn Road
Bognor Regis
West Sussex
UK
PO21 2DD

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

Your Ref:

Our Ref: AW/261/11/T

Please ask for: Miss K Rawlins
01903 737500 Ext 37314

20th October 2011

Dear Mr Stevenson

The Town and Country Planning Act 1990 (as amended)
The Town and Country Planning (Tree Preservation Order) Regs 1999
Hedgerows Regulations 1997

Section fell 1 no. poplar tree
15 Craigweil Lane Aldwick PO21 4AN

Thank you for your recent application, which was accepted as valid on 18th October 2011. It is being dealt with by Miss K Rawlins who will be able to help you by telephone should you have any questions. However, I would point out that it will not be possible for you to meet with the case officer unless a prior appointment has been arranged.

This Council is now legally obliged to publicise all planning applications received. I would be grateful if you would display the enclosed notice on or near the site for 21 days from the date you receive this letter in a position where it can easily be seen by the general public. A decision cannot be made until 24th November 2011 which is the end of the advertising period.

If you have not received a decision by 13th December 2011 and have not agreed in writing to extend this time limit, or been advised that your application is invalid, you are entitled to appeal to the Secretary of State in accordance with the Town and Country Planning Act within 28 days from the date by which the decision should have been made (unless the application has been referred to the Secretary of State by this Council for decision). Appeals must be made on a form which is obtainable from the Government Office for The South East, West Sussex Team Planning, Bridge House, 1 Walnut Tree Close, Guildford, Surrey, GU1 4GA.

Please be aware that some of our correspondence including the Decision Notification will be sent by email if you have provided an email address on your forms. It is therefore important to inform us if your email address changes throughout the course of the application.

PMAC11



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Dear Mr Stevenson

The Town and Country Planning Act 1990 (as amended)
The Town and Country Planning (Tree Preservation Order) Regs 1999
Section fell 1 no. poplar tree
15 Craigweil Lane Aldwick

Thank you for your recent application which I received on 18th October 2011. It is being dealt with by Miss C Burrows 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 provide i electronic or 3 paper copies of a clear plan/sketch of the exact tree location.

✗ Please confirm in writing the exact tree works.

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 3rd November 2011. 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 Services &
Housing Strategy

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Please ask for:
Miss C Burrows
01903 737500 Ext 37459
20th October 2011