



Mrs Belinda Tan
25 Rucrofts Close
Aldwick Fields
Bognor Regis
West Sussex

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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Minicom: 01903 732765
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website: www.arun.gov.uk/planning

Our Ref: AW/281/18/T

Your Ref:

**Please ask for:
Nicola Moore
01903 737500 X 37944**

2nd November 2018

Dear Mrs B Tan

**Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Tree Preservation) (England) Regulations 2012
Application for Consent to Carry Out Works to Tree(s) Protected by Tree Preservation Order**

Development Surgery to 1No. Lombardy Poplar and 1No. Horse Chestnut tree.
Location 25 Rucrofts Close Aldwick Fields

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are received or resolved:-

Please complete sections 8 & 9 on the application form.

Please highlight which Horse Chesnut tree required thinning.

1No. Lombardy Poplar please advise the height reduction in metres.

1No. Horse Chesnut tree please advise the percentage of crown thin.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required 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 **16th November 2018**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

Yours sincerely

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther