

Mrs Josephine Rosewarne
Ashlyn
19 Craigweil Manor
Aldwick
PO21 4DJ

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: AW/287/20/T
Your Ref:
Date: 22nd October 2020

Dear Mrs Rosewarne,

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Tree Preservation) (England) Regulations 2012

Application for Works to Trees(s) subject to a Tree Preservation Order(TPO)

Development: Fell 1 No. Rowan tree
Location: Ashlyn 19 Craigweil Manor Aldwick PO21 4DJ

Thank you for your recent application which I received on 19th October 2020. It is being validated by Nicola Moore 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 :-

The application form has not been signed. Please complete and re submit either via email to the address on the letter or by post. If by post please quote reference number AW/287/20/T.

Please provide contact details (telephone number and/or email address).

Please confirm if 1 No. Rowan tree was in situ in 1958.

The location of the tree to be felled is not clear on the plan submitted. Please submit a sketch plan clearly showing the location of the tree. The plan should show road names and adjoining properties. A North point is helpful.

For further guidance, please refer to the list of validation requirements for tree applications on our website: <http://www.arun.gov.uk/making-a-planning-application>

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 **5th November 2020** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website www.arun.gov.uk/planning-privacy-statements

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.