



Miss D Smyth
Aldworth House
91 The Fairway
Aldwick
West Sussex
PO21 4EW

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

Our Ref: **AW/297/12/T**
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Miss Smyth

26th November 2012

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 Fell 5 No Leylandi trees, fell 1 No Common Ash Tree, fell 1 No Cherry Tree, fell 1 No Pear Tree and fell 1 No Chamaeyparis Boulevard
Location Aldworth House 91 The Fairway Aldwick

Thank you for your recent application which I received on 16th November 2012. It is being dealt with by Mrs D Johnson 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 a road name on the plan with the location of the trees.

7/12/12

Please complete section 9 on the application form.

7/12/12

Please provide the above by **10th December 2012**. 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.

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.

If this letter has crossed with you providing the information, please ignore it.

26/11/12 x paper copy sent in post

pincagl