



Mrs R Clarke
16 St Richards Way
Aldwick
West Sussex
PO21 3BD

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
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Our Ref: AW/320/12/T
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mrs Clarke

24th December 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 Surgery to 1 no. Oak tree
Location 16 St. Richards Way Aldwick

Thank you for your recent application which I received on 12th December 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 be specific in the works you wish to carry out. If you want to cut one side of the tree, please be specific on which side you wish to do surgery.

Also you need to be specific on which work you would like to carry out, either the crown lift or the cutting of one side of the tree.

Please provide the above by **7th January 2013**. 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.

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