



Mr & Mrs Wood
4 Raycroft Close
Aldwick
PO21 3DG

Arun District Council
Arun Civic Centre
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Planning General Enquiries
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Our Ref: AW/33/18/T
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

Dear Mr & Mrs Wood

6th February 2018

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 various trees
Location 4 Raycroft Close Aldwick

Thank you for your recent application which I received on 30th January 2018. It is being validated by Miss C Burrows 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 :-

Please provide all the measurements of the proposed works in metres.

For further guidance on making your tree application please click here.

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 **20th February 2018** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther
Group Head of Planning