



Round Top Trees
7 Alleyne Way, Elmer Sands
Bognor Regis
West Sussex
PO22 6JZ

Arun District Council
Arun Civic Centre
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Our Ref: AW/60/18/T
Your Ref:

Please ask for:
Miss K Garner
01903 737500 x 37467

Dear Mr Jake Davies

6th March 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 Holm Oak (T1) - Reduce by 1.5 metres, removing any major deadwood and any dead limbs located throughout the canopy. Goat Willow (T2) and White Poplar (T3) - Crown lift to achieve a 1-metre clearance between the lower canopy and the adjacent wall whilst removing any crossing and rubbing branches located throughout the canopy.

Location 1 Craigweil Manor Aldwick

Thank you for your recent application which I received on 25th February 2018. It is being validated by Miss K Garner 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 :-

With regard to the Holm Oak (T1), please confirm in writing, for clarification, if you are reducing the crown, the height of the tree or the overall spread.

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 March 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