

Mrs Susan Wingate
19 Leecroft
Bognor Regis
PO21 SSY

Please ask for: Nicola Moore
Email: nicola.moore@arun.gov.uk
Telephone: Ext 37944
Our Ref: AW/68/21/T
Your Ref:
Date: 26th February 2021

Dear Mrs Wingate,

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: Crown reduction by 10m to 3 No. Beech trees
Location: 19 Leecroft Bognor Regis PO21 SSY

Thank you for your recent application which I received on 24th February 2021. 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 :-

Section 9 of the application form has not been completed. Please confirm if you are: a member of staff or related to a member of staff, or if you are an elected member or related to an elected member.

Please confirm if 3 No. Beech trees were in situ in 1958.

Please provide the proposed height and spread measurement for each tree.

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 **12th March 2021** 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.

To register to receive notification of planning applications in your area, please go to <https://www.arun.gov.uk/planning> and click into Local Planning Application Finder.