



Mr Mark Warwick
WSCC Southern Area Office
Clapham Common
Clapham
West Sussex
BN13 3UR

Arun District Council
Arun Civic Centre
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Our Ref: AW/70/15/T
Your Ref:

Please ask for:
Mrs J Grieves
01903 737711 x 37448

Dear Mr Warwick

30th March 2015

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 Reduce crown to 1No. Monterey Cypress tree as follows - reduce height by 1-2m, reduce lateral extent to east aspect by 1-2m, south aspect by 1m & west aspect by 2-3m

Location WSCC Highway verge Outside 3 Lucerne Court Aldwick

Thank you for your recent application which I received on 16th March 2015. It is being validated by Mrs J Grieves 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 a diagram/photo showing the extent of the proposed surgery

For further detailed information on both the National and Local Validation Requirements please go to 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 **13th April 2015** or your application will be returned to you 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

Karl Roberts
Assistant Director Planning & Economic Regeneration