



Mr Chris Matthews
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Arun District Council
Arun Civic Centre
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Our Ref: AW/84/18/T
Your Ref:

Please ask for:
Miss K Garner
01903 737500 x 37467

Dear CM Tree Care

3rd April 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 Re-Pollard to one Golden Weeping Willow Tree
Location 33 Grange Court Aldwick

Thank you for your recent application which I received on 19th March 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 :-

Please provide measurements in metres of how much you wish to pollard the tree. Please clarify if it will be evenly reduced or more on one side etc.

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 **17th April 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