

Mr Damien Oakley  
5 Aldwick Gardens  
Aldwick  
Bognor Regis  
PO21 3QT

Please ask for: Kathryn Welch  
Email: [kathryn.welch@arun.gov.uk](mailto:kathryn.welch@arun.gov.uk)  
Telephone: 01903 737789  
Our Ref: AW/9/21/T  
Your Ref:  
Date: 13th January 2021

Dear Mr Oakley,

**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:** To reduce the crown of 1 No. Oak tree by 2m all round.  
**Location:** 5 Aldwick Gardens Aldwick PO21 3QT

Thank you for your recent application which I received on 11th January 2021. It is being validated by Kathryn Welch 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 the proposed height and spread measurements (m) of the 1 No. Oak 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 **27th January 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](http://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.**