



Mr C Jeffries
Bow Cottage
High Street
Angmering
West Sussex
BN16 4AG

Dear Mr Jeffries

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: A/8/12/TC

Your Ref:

Please ask for:

Mrs J Grieves
Technical Support Unit Assistant
10th February 2012

**The Town and Country Planning Act 1990 (as amended)
Town and Country Planning Development Management Procedure Order 2010 (as amended)**

**General pruning to Leylandii & Eucalyptus (East Side) & Pittisporum (West Side) & removal of 1x Willow Tree (Within the Angmering Conservation Area)
Bow Cottage High Street Angmering**

Thank you for your recent application which I received on 6th February 2012. It is being dealt with by Mrs J Grieves who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

Please confirm in % the extent of pruning.

Please confirm your email address. It is unclear from your application form.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

Please provide the above by 24th February 2012. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

Yours sincerely

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

pmac42