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

William Rutledge
12 Holmdale
West Sussex
Eastergate
PO20 3AA

Please ask for:	Nicola Moore
Email:	nicola.moore@arun.gov.uk
Telephone:	Ext 37944
Our Ref:	BN/19/22/T
Your Ref:	
Date:	25th February 2022

Dear Mr Rutledge,

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: We would like to cut the oak tree back by 2 to 3 metres due to excessive shading.
Location: 12 Holmdale Eastergate PO20 3AA

Thank you for your recent application which I received on 15th February 2022. 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 valid application until the following item(s) have been received or resolved :-

Please provide the proposed height and spread measurement, in metres, of 1 No. Oak tree after the 2-3m reduction.

For further guidance, please refer to the list of validation requirements for tree applications on our website:https://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.

If providing additional documents or information, please email it directly to us at: planning.responses@arun.gov.uk with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **11th March 2022** 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 extend the time scale.

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 https://www.arun.gov.uk/privacy-policy/

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://www1.arun.gov.uk/planning-application-finder