



Miss S Loveday
5 Pinewood Gardens
Bognor Regis
West Sussex
PO21 2XB

Dear Miss Loveday

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General
Enquiries

Your Ref:

Please ask for:
Mrs D Johnson

6th October 2011

The Town and Country Planning Act 1990 (as amended)
The Town and Country Planning (Tree Preservation Order) Regs 1999

Crown thin 2 No Australian Pine trees by XX%
5 Hawthorn Road Bognor Regis

Thank you for your recent application which I received on 5th October 2011. It is being dealt with by Mrs D Johnson 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 complete section 9 on the application form and return accordingly.

Please confirm the percentage of crown thinning to the trees.

For further guidance or to obtain the documents as required above please refer to our website:

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 20th October 2011. 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