



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

Mr A McAvoy
22 Westingway
Bognor Regis
West Sussex
PO21 2XX

Our Ref: **BR/258/11/T**
Your Ref:

Dear Mr A McAvoy

Please ask for:
Miss C Burrows

14th October 2011

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

Cut 1no. Leylandi down to approx 5m
Autumn Lodge 172 Aldwick Road Bognor Regis

Thank you for your recent application which I received on 8th October 2011. It is being dealt with by Miss C Burrows 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 the species of the tree as the application form submitted differs from the letter attached to the application.

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 28th 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