



Mr A McOnegal
Mead Court
Barnham Road
Eastergate
Chichester
PO20 3RP

Dear Mr McOnegal

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: EG/46/11/TC

Your Ref:

Please ask for:

Miss C Burrows

01903 737500 Ext 37459

22nd August 2011

The Town and Country Planning Act 1990 (as amended)

Town and Country Planning Development Management Procedure Order 2010 (as amended)

**Various tree surgery within the Eastergate Square Conservation area
Flint House Church Lane Eastergate**

Thank you for your recent application which I received on 22nd August 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 in writing the exact measurements of lopping in either metric or percentages.

Please also complete Question 9 of the enclosed 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 5th September 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