



Mr M Bernard-Smith
Shannock
Church Lane
Eastergate
West Sussex
PO20 3UT

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/62/12/T
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Bernard-Smith

2nd October 2012

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Tree Preservation) (England) Regulations 2012
Application for Works to Tree(s) on trees subject to a Tree Preservation Order (TPO)

Development Trimming of 1 No Beech tree
Location Shannock Church Lane Eastergate

Thank you for your recent application which I received on 1st October 2012. 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 be precise in the surgery you are seeking permission for. Please include measurements in metres. ✓ 9/10/12

~~Please provide a plan showing where the Beech tree is located.~~

Please provide the above by **16th October 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.

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.

If this letter has crossed with you providing the information, please ignore it.