Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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Mrs Jean Hunter
46 Clarence Drive
East Preston
West Sussex
BN16 1EJ

Our Ref: EP/2/19/T
Your Ref:

Please ask for:
Nicola Moore
01903 737500 X 37944

15th January 2019

Dear Mrs Hunter

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 Crown lift 3m all aspects, crown lift 6m on east aspect & back to boundary fenc, selective & careful reduction of branches above 6m on east aspect by no more than 1m to 1 No. Silver Maple tree.

Location Scorton 9 Lime Tree Close East Preston

Thank you for your recent application which I received on 10th January 2019. 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 formal application until the following item(s) have been received or resolved :-

Please provide a location/sketch plan that clearly shows the location of the tree.

Pages 3 and 4 of the application form are missing. Please complete and return the enclosed copies.

I have spoken with Mark Warwick regarding the additional works that you have requested, he has suggested that a seperate application is submitted for the Crown reduction and crown thin.

Where the information requested above relates to a local validation requirement, you may request that the requirement is waived. The information requested should be reasonable having regard to the nature and scale of the proposed development and about a matter which it is reasonable to think would be a material consideration in determining the application. If you do not feel this is the case, you can serve a notice on the Council, specifying which particulars or evidence you do not consider meet this test of reasonableness. You must state which items you disagree with and set out the reasons why you hold the view, please quote the application reference in your letter or email. The Council will then consider your case and respond. It should be noted that there is no right to challenge the national requirements as these requirements are contained in planning legislation.

For further guidance on making your tree application please click here.
If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **29th January 2019** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

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Neil Crowther
Group Head of Planning

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