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12 AUG 2011

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

Connick Tree Care
New Pond Farm
Woodhatch Road
Reigate
Surrey
RH2 7QH

Our Ref: **EP/85/11/TC**
Your Ref:

Dear Sir/Madam

Please ask for:
Mrs D Johnson
(01903) 737500 Ext 37762

10th 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 Station Road, East Preston Conservation Area
South Eastern Corner of Church and grounds St Mary's Church Station Road/Vicarage Lane
East Preston

Thank you for your recent application which I received on 9th August 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 the enclosed application form (the sections that need to be completed have been highlighted) and return accordingly.

Please clarify T1; is it 2 separate trees (one being an 'Euronymus' and the other a 'Bramble') or one tree, being an 'Euronymus'.

Please confirm the percentage of canopy lift to the Bay tree.

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 24th August 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 faithfully



Karl Roberts
Assistant Director Planning Services &
Housing Strategy

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