



Mr D Venner
36 Rackham Road
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West Sussex
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Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
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Our Ref: FG/167/17/T
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

Dear Mr Venner

2nd November 2017

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 Surgery to 1No. Sycamore
Location 5 Ferringham Court Ferringham Lane Ferring

Thank you for your recent application which I received on 31st October 2017. It is being validated by Miss C Burrows 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 sketch or plan with the location of tree clearly indicated.

Please provide exact measurements (in metres) of the proposed works.

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 **16th November 2017** 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

Neil Crowther
Group Head of Planning