



Mr Richard Moore
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Our Ref: FG/24/19/T

Your Ref:

**Please ask for:
Mrs D Johnson
01903 737762**

22nd March 2019

Dear Mr Moore

**Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Tree Preservation) (England) Regulations 2012
Application for Consent to Carry Out Works to Tree(s) Protected by Tree Preservation Order**

Development Reduce crown of 1 No. Gingko tree by 2.5m & reduce crown by 2.5m & crown lift lower canopy to 5m over highway to 1 No. Oak tree.
Location Grange House Church Lane Ferring

Thank you for the information you have sent following my previous letter. Unfortunately I am still unable to accept the application as valid until the following items are received or resolved:-

Please complete Question 4 (Tree Ownership) and return accordingly.

It is not clear from the map provided the location of the trees. On the enclosed plan, please clearly identify the position of the Holm Oak tree and the Gingko tree and return accordingly.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/making-a-planning-application>

If you are unable to download the required 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 April 2019**. If this information is not received by this date, I will close the file as incomplete and you will have to submit a fresh application.

Yours sincerely

Neil Crowther
Group Head of Planning

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