



Mr D Collins
Grayscroft
39 Roundle Avenue
Felpham
West Sussex
PO22 8LL

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
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Minicom: 01903 732765
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Our Ref: FP/163/14/T
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Collins

26th September 2014

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 Reduce crown (height) by 2-3m & crown thin 1 No Silver Birch, reduce crown (height) by 2-3m & crown thin 1 No Eucalyptus tree, reduce crown by 1-2m & crown thin 1 No Portugese Laurel & reduce crown by 1-2m & crown thin 1 No Conifer tree.

Location Grayscroft 39 Roundle Avenue Felpham

Thank you for your recent application which I received on 15th September 2014. It is being validated by Mrs D Johnson 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 measurements for the crown thinning as a percentage for each tree.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/main.cfm?type=HELPWITHMAKINGAPLA>. 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 **10th October 2014** or your application will be returned to you 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

Karl Roberts
Assistant Director Planning & Economic Regeneration