



Mrs Georgina Davies
Windwhistle
2 Admiralty Gardens
Felpham
West Sussex
PO22 7DP

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning 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

Our Ref: FP/1/18/T
Your Ref:

Please ask for:
Zac Denton
01903 737500 x37447

Dear Mrs Davies

22nd January 2018

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 Works to 1No. Prunus.
Location Windwhistle 2 Admiralty Gardens Felpham West Sussex

Thank you for your recent application which I received on 5th January 2018. It is being validated by Zac Denton 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 us with an exact description of all of the works to be performed with measurements in metres.

As you have answered 'yes' to question 8.1, you are required to provide us with written arboricultural advice or other diagnostic information from an appropriate expert.

Please provide a location plan that shows clearly where the tree is on the property.

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 **5th February 2018** 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