



Mr A Macari
Eaton Lodge
2 Crossbush Road
Felpham
West Sussex
PO22 7LS

Dear Mr Macari

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

Our Ref: FP/200/11/T
Your Ref:

Please ask for:
Mrs S Honney-Bayes
01903 737500 Ext 37445
20th October 2011

The Town and Country Planning Act 1990 (as amended)
The Town and Country Planning (Tree Preservation Order) Regs 1999
Tree surgery
Eaton Lodge 2 Crossbush Road Felpham

Thank you for your recent application which I received on 19th October 2011. It is being dealt with by Mrs S Honney-Bayes 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 confirm the number of trees, the species of the tree(s), a description of works and the reasons for the work (where trees are being felled please give your proposals for planting replacement trees or reasons for not wanting to replant).

Please complete the validation checklist - all boxes must be completed even if not applicable. The checklist and guidance notes are available on our website detailed below (Miscellaneous - Tree works within TPO - and click on Checklist)

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 3rd November 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 sincerely

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

pmac42