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Mr Jeffrey Holm  
Kingmere  
3 Third Avenue  
Felpham  
West Sussex  
PO22 7LN

**Our Ref:** FP/215/19/T

**Please ask for:**

**Finlay Gardner  
01903 737915**

Dear Mr Holm

04 October 2019

**Town & Country Planning Act 1990 (as amended)**  
**Application for Works to Tree(s) on trees subject to a Tree Preservation Order (TPO)**

**Development** Fell 1 No. Pine tree.

**Location** Kiingmere 3 Third Avenue, Felpham,

Thank you for your application received on 1st October 2019. I am writing to acknowledge that it was accepted as a valid application on 1st October 2019. On receipt of this letter, if you have any concerns about the way that the Council has described your application you should contact the case officer: Finlay Gardner, who is dealing with your application.

The Council will publicise this application by means of a site notice on or near the application site and on our website. The site notice needs to be displayed until the date indicated on it for comments to be made and for not less than 21 days. After this period it can be removed. If there are any problems with regards to the site notice (e.g. vandalism), please contact the case officer.

Your application cannot be determined until the end of the statutory publicity and consultation periods which is 7th November 2019.

You can follow how your application is progressing on the Council's website:

[www.arun.gov.uk/planning](http://www.arun.gov.uk/planning).

The Council aims to make as many decisions as possible before the end of the statutory determination period, which in this case will be 26th November 2019. However, this is not always possible for a number of reasons, including on-going negotiations or the scheduling of the Development Control Committee.

If you have not received a decision by 26th November 2019 or a later expiry date that you have agreed to, you have 28 days in which to appeal to the Secretary of State. Your appeal (under the Town & Country Planning Act as amended by the 2012 Regulations) would be that the Council has failed to make a decision and you would be asking a Planning Inspector to make the decision instead. You can do this on a form which you can get from the Planning Inspectorate website [www.gov.uk/topic/planning-development/planning-permission-appeals](http://www.gov.uk/topic/planning-development/planning-permission-appeals) or by writing to them at Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN.

[6PN.6.planningportal.gov.uk/planning/appeals/](http://6PN.6.planningportal.gov.uk/planning/appeals/).

If you allow the Authority extra time to make a decision on your application, and you disagree with the decision, you will still be able to appeal within 28 days from the date the decision was issued.

Finally, can I remind you that it is a criminal offence to carry out, allow or authorise works to trees protected by a Tree Preservation Order without first having the Council's consent. Anyone found guilty of works that are likely to destroy a protected tree is liable, if convicted in the Magistrates' Court, to a fine up to £20,000. In serious cases a person may be committed for trial in the Crown Court and, if convicted, liable to an unlimited fine.

For details on how the Council will deal with your data, please refer to our privacy notice called Privacy statement planning application on our website;  
[www.arun.gov.uk/planning-privacy-statements](http://www.arun.gov.uk/planning-privacy-statements)

Please do not hesitate to contact the Case Officer if you have any queries.

Yours sincerely

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther  
Group Head of Planning

**Please note: When an application is submitted online or with an email address in the agent details, most correspondence, including the decision notice will be sent by email. It is therefore important that you inform us if you make any change to your email address during the course of this application.**