



Beechdown Arboriculture Ltd
1 Church Hill
Slindon
West Sussex
BN18 0RB

Arun District Council
Arun Civic Centre
Maltravers Road
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West Sussex BN17 5LF
Planning & Building Control General Enquiries
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Our Ref: FP/217/12/T
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Rodwell

6th November 2012

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 Pollard 1 No Poplar tree to 4-5 m above ground level and reduce height by 3-6 metres to 3 or 4 Cypress trees
Location Northwyke Close Bognor Regis West Sussex

Thank you for your recent application which I received on 3rd November 2012. It is being dealt with by Mrs D Johnson 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 if there are 3 or 4 Cypress trees in the hedge for surgery. 13-11-12

Please give the measurements, in metres, of how much will be pollarded off of the Poplar tree (not how much will be remaining). 7-9m 13-11-12

Please provide the above by **20th November 2012**. 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.

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.

If this letter has crossed with you providing the information, please ignore it.

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