



Mr Zac Stout
34 Valentines Gardens
Aldwick
West Sussex
PO21 4JE

Arun District Council
Arun Civic Centre
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Our Ref: FP/66/18/T
Your Ref:

Please ask for:
Miss C Burrows
01903 737500 x37459

Dear Mr Stout

20th March 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 Crown reduction of 1No. Holm Oak by 1.5m - 2m & crown raise to 4m
Location 28 Kiingsmead Felpham

Thank you for your recent application which I received on 16th March 2018. It is being validated by Miss C Burrows 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 a sketch location plan to show the position of the Holm Oak clearly in relation to 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 **3rd April 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