

Mrs M Patel
15 Downview Road
Felpham
West Sussex
PO22 8HG

Arun District Council
Arun Civic Centre
Maltrovers 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/69/12/T
Your Ref:

Please ask for:
Miss K Rawlins
01903 737500 x 37314

Dear Mrs Petel

29th March 2012

Town & Country (Trees) Regulations 1999 (as amended)
Application for Works to Tree(s) on trees subject to a Tree Preservation Order (TPO)

Development Fell 1no. Irish Yew Tree

Location 15 Downview Road Felpham

Thank you for your recent application which I received on 29th March 2012. It is being dealt with by Miss K Rawlins 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 :-

I require 1 electronic or 3 paper copies of a location/sketch plan showing the position of the tree

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 **12th April 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.

Yours sincerely



Karl Roberts
Assistant Director Planning Services &
Housing Strategy