



Mr J Mellor
WSCC Highways
Southern Area Office
Clapham Common
Worthing
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Our Ref: M/111/18/T
Your Ref:

Please ask for:
Mrs J Grieves
01903 737500 x 37448

Dear Mr Mellor

31st August 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 1x Holm Oak - Crown lift by 6m, remove deadwood, crown reduction by 2-4m. 1x Box Elder - Crown lift 5m, remove boundary overhang by 2m, light crown reduction
Location Hadley Close Middleton on Sea

Thank you for your recent application which I received on 23rd August 2018. It is being validated by Mrs J Grieves 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 confirm in metres the crown reduction to the Box Elder tree

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 **14th September 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