



Mr Ronald Haywood
Manor House
1 Sea Lane
Middleton on Sea
West Sussex
PO22 7RH

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning 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: M/142/17/T
Your Ref:

Please ask for:
Amber Willard
01903 737500 x37445

Dear Mr Haywood

8th January 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 Application for tree works.
Location Manor House 1 Sea Lane Middleton on Sea

Thank you for your recent application which I received on 3rd January 2018. It is being validated by Amber Willard 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 measurements of how much is to be removed from the trees in metres

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 **22nd January 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