

Clive Olley
Rose Cottage
First Avenue
Middleton
PO22 6ED

Please ask for: Kathryn Welch
Email: kathryn.welch@arun.gov.uk
Telephone: 01903 737789
Our Ref: M/4/21/T
Your Ref:
Date: 22nd January 2021

Dear Mr Olley,

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (Tree Preservation) (England) Regulations 2012

Application for Works to Trees(s) subject to a Tree Preservation Order(TPO)

Development: Fell 1 No. Pine Tree (T23) and replace with 1 No. heavy standard Pine Tree in adjacent location.
Location: 15 Phoenix House East Avenue Middleton PO22 6EG

Thank you for your recent application which I received on 19th January 2021. It is being validated by Kathryn Welch 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 that the structural report provided was prepared by a 'suitably qualified specialist' as per our validation requirements.
Please also confirm that the photographs provided relate to the application site in question.

For further guidance, please refer to the list of validation requirements for tree applications on our website: <http://www.arun.gov.uk/making-a-planning-application>

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 **5th February 2021** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

If you made a paper application and did not provide an email address, please could you do so to enable us to contact you swiftly with any queries or issues.

Yours sincerely



Neil Crowther
Group Head of Planning

For details of how the Council will deal with your data please refer to our privacy notices on the website www.arun.gov.uk/planning-privacy-statements

If you have provided an email address, all correspondence including the decision notice will be sent by email. It is therefore important that you keep us informed if this changes during the course of this application.

To register to receive notification of planning applications in your area, please go to <https://www.arun.gov.uk/planning> and click into Local Planning Application Finder.