



Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
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Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Mr Edward Gough
Willowhayne Mews Residents Assoc
1-10 Willowhayne Mews
Preston Paddock
Rustington
BN16 2AF

Our Ref: R/141/12/T
Your Ref:

Please ask for:
Mrs S Honney-Bayes
extn. 37445

Dear Mr Gough

5th July 2012

**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 to 1 no. Holly tree (Ilex Aquifolium)
Location Communal Ground at Willowhayne Mews Preston Paddock Rustington

Thank you for your recent application which I received on 2nd July 2012. It is being dealt with by Mrs S Honney-Bayes 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 :-

Please provide 1 electronic or 3 paper copies of a revised location map showing the position of the tree clearly highlighted.

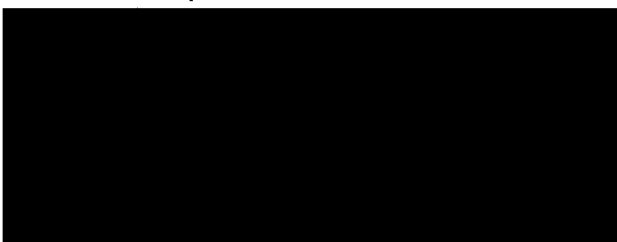
Please confirm the amount of crown reduction proposed in metres. ✓

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 **19th July 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



Housing Strategy