



Mr B Belbin
Cranbourne House
7 The Oaks
Rustington
West Sussex
BN16 2UP

Arun District Council
Arun Civic Centre
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Our Ref: R/166/18/T
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Belbin

25th July 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 Reduce crown of 1 No. Ilex
Location Cranbourne House 7 The Oaks Rustington

Thank you for your recent application which I received on 19th July 2018. It is being validated by Mrs D Johnson 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 the measurement for the crown reduction 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 **8th August 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