



Knightscroft House Limited
Knightscroft House
Rustington
West Sussex
BN16 2RT

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control 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: R/190/12/T
Your Ref:

Please ask for:
Mrs J Grieves
01903 737711 x 37448

Dear Sirs

27th September 2012

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 Works to trees

Location Knightscroft House Sea Lane Rustington

Thank you for your recent application which I received on 26th September 2012. It is being dealt with by Mrs J Grieves 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 :-

Application forms are required with this type of application. I suggest you should complete 3 sets of the following applications forms:- Tree works subject to a Tree Preservation Order(TPO) or within a Conservation Area. These can be downloaded from our website www.arun.gov.uk.

Please confirm exactly what the description should read, measurements should be in metric and the species identified.

Please provide the above by **11th October 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.

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.

If this letter has crossed with you providing the information, please ignore it.

pincag