



Mr D Johnson
8 Elm Farm Cottages
Old Manor Road
Rustington
West Sussex
BN163FD

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
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Our Ref: R/232/12/T
Your Ref:

Please ask for:
Mrs D Johnson
01903 737762

Dear Mr Johnson

8th January 2013

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 Remove ivy from 1 No Hawthorn tree and reshape, reduce 1 No Bay tree by 1m all around, remove 2-3m of the top and side and crown by removing lower easterly limb and prune 1 No Maple tree and rebalance

Location 8 Elm Farm Cottages Old Manor Road Rustington West Sussex

Thank you for your recent application which I received on 10th December 2012. It is being dealt with by Mrs D Johnson 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 measurements, in metres, of the reshaping of the Hawthorn tree.

Please provide measurements, in metres, of the pruning of the Maple tree.

Please provide the above by **22nd January 2013**. 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.

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