

Mrs Joanne Kydd
21 Henry Avenue
Rustington
West Sussex
BN16 2PA

Please ask for: Zoe Toppin
Email: zoe.toppin@arun.gov.uk
Telephone: 01903 737889
Our Ref: R/99/20/T
Your Ref:
Date: 8th June 2020

Dear Mrs Kydd,

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: Trim 1 No. Lime Tree to reduce shade to our property and neighbours.
Location: 21 Henry Avenue Rustington West Sussex BN16 2PA

Thank you for your recent application which I received on 8th June 2020. It is being validated by Zoe Toppin 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 details of the proposed works. If a crown reduction, please provide the proposed height & spread measurements after pruning. If a crown lift, please either specify the branches to be removed, or the height, in metres you wish to lift the crown to. If a crown thin, please provide this as a percentage.

If possible, please provide an email address to make communication easier in the future.

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 **22nd June 2020** 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.