



Cedar Landscapes UK Ltd
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West Sussex
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Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
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Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: Y/15/12/TC
Your Ref:

Please ask for:
Miss C Burrows
extn 37459

Dear Mr J Plant

24th April 2012

Town & Country Planning (Trees) Regulations 1999 (as amended)
Application for Prior Notification of Work to Tree(s) in a Conservation Area

Development Fell 1 Elder tree, pollard and reduce 1 no. Willow tree by 15 feet, thin lower branches, reduce 1 Conifer by half.
Location 4 Tillington Cottages Main Road Yapton

Thank you for your recent application which I received on 17th April 2012. It is being dealt with by Miss C Burrows 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 the measurements for the Willow tree and Conifer tree in metric.

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 **8th May 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

Karl Roberts
Assistant Director Planning Services &
Housing Strategy

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