



Mrs J Hellyer  
22 St Richards Drive  
Bognor Regis  
West Sussex  
PO21 3BJ

Arun District Council  
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**Our Ref: AW/256/19/T**  
**Your Ref:**

**Please ask for:**  
**Mrs D Johnson**  
**01903 737762**

Dear Mrs Hellyer

12th September 2019

**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** Thin epicormic growth & reduce overall crown by 2.5m & reduce branches overhanging neighbouring garages back to boundary line to 1 No. Field Maple tree.  
**Location** 22 St Richards Drive Bognor Regis

Thank you for your recent application which I received on 11th September 2019. 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 total number of branches overhanging the garages you wish to reduce.

Please provide a measurement, in meters, for the reduction of branches overhanging the garages.

Where the information requested above relates to a local validation requirement, you may request that the requirement is waived. The information requested should be reasonable having regard to the nature and scale of the proposed development and about a matter which it is reasonable to think would be a material consideration in determining the application. If you do not feel this is the case, you can serve a notice on the Council, specifying which particulars or evidence you do not consider meet this test of reasonableness. You must state which items you disagree with and set out the reasons why you hold the view, please quote the application reference in your letter or email. The Council will then consider your case and respond. It should be noted that there is no right to challenge the national requirements as these requirements are contained in planning legislation.

**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 **26th September 2019** 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