

Black Bear Tree Surgery
29
Littlecote
Petworth
GU29 9PQ

Dear Mr Shaw,

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: G1 - group of 3 field maples- Re-pollard to previous points
T1 - oak - Reduce 1x lowest, over-extended limb hanging over single story extension by up to 4m (to a suitable growth point)
Location: 35 Willowhale Avenue Aldwick PO21 4BG

Thank you for your recent application which I received on 12th November 2025. It is being validated by Breezie Allwright who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a valid application until the following item(s) have been received or resolved :-

Please clarify the height and spread of the 3 field maples after the proposed works. If the dimensions differ from one another, please clearly identify each separate tree (T2, T3, T4) on your plan.

Please clarify the height and the spread of the Oak (T1) after the proposed works.

Your application form states that the applicant is not the owner of the tree. Please provide details of the owner(s).

For further guidance, please refer to the list of validation requirements for tree applications on our website: <https://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.

If providing additional documents or information, please email it to: planning.responses@arun.gov.uk with a covering email clearly explaining what is being provided. Do not resubmit it via the planning portal as we

receive all the original information plus any amended information and it is not clear what has changed. Please provide the above by **1st December 2025** or your application will be closed as incomplete and where a fee has been paid, I will retain £40.00 (or the entire fee, if less than £40.00) to cover the cost of administering the return. If you have difficulty meeting this deadline please contact the above officer to agree an extension to this time scale. Once the application has been closed, you will need to submit a fresh application if you still want to proceed.

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 <https://www.arun.gov.uk/privacy-policy/>

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.

To register to receive notification of planning applications in your area, please go to <https://www1.arun.gov.uk/planning-application-finder>