

Craigwell Private Estate Ltd  
15 Wychwood Close  
Craigwell Private Estate  
Bognor Regis  
PO21 4DW

Please ask for: Nicola Moore  
Email: [nicola.moore@arun.gov.uk](mailto:nicola.moore@arun.gov.uk)  
Telephone: Ext 37944  
Our Ref: AW/280/20/T  
Your Ref:  
Date: 13th October 2020

Dear Mr Lock,

**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:** T1 - Maple tree outside 33 Kingsway. Lower branches over access drive pruned back approx 2.5mtrs  
T2 - Macrocarpa tree outside 10 Kingsway. Prune back/Crown lift over southerly side over access road to allow 5mtrs head clearance.  
T3 - Acer Crimson King tree outside 30 Kingsway. Crown lift to create head clearance of 2 to 2.5mtrs.  
T4 - Wild Plum tree growing out over the verge outside 41 Kingsway. Prune back overhang over the verge by 2.5mtrs of the southerly spread.  
T5 - Variegated Acer outside 44 Kingsway - prune back lateral spread over the garden of 44 by approx 1.5mtrs.

**Location:** Varous Locations Kingsway Aldwick PO21 4DH

Thank you for your recent application which I received on 5th October 2020. It is being validated by Nicola Moore 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 :-

T1 - Maple tree - please provide the proposed measurements of the lower branches after reduction. Please confirm if in situ in 1958.

T4 - Wild Plum tree - please provide the proposed lateral spread measurement. Please confirm if in situ in 1958.

T5 - Variegated Acer - please provide the proposed lateral spread measurement. Please confirm if in situ in 1958.

T2 and T3 - please confirm if in situ in 1958.

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 **27th October 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](http://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.