



Mrs Hanah Robson  
The Gables  
3 Kingsway  
Bognor Regis  
PO21 4DQ

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**Our Ref: AW/90/19/T**  
**Your Ref:**

**Please ask for:**  
**Nicola Moore**  
**01903 737500 X 37944**

Dear Mrs Robson

21st March 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** Works to 2No. Sycamore trees.  
**Location** The Gables 3 Kingsway Bognor Regis

Thank you for your recent application which I received on 19th March 2019. 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 :-

Please confirm if the work required to 2No. Sycamore trees is a Crown Thin. If it is a Crown reduction, this will need to be provided in metres.

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 **4th April 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