

County Tree Surgeons Ltd
Turners Hill Road
Crawley Down
Crawley
RH10 4HQ

Dear Mr Poole,

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: As shown on my attached sketch plan - T1 Macrocarpa on public open space adjacent to property number 78 - Low branch touching property - Prune back by approximately 1m. Low canopy over parking spaces, lowest branch approx. 1.5m from ground level, crown lift canopy to an approximate height of 2.5m from ground level, remove dead wood and broken branches noted throughout canopy.

Location: 78 Kyoto Court Bognor Regis PO21 2UL

Thank you for your recent application which I received on 24th 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 Macrocarpa after the proposed works.

There appears to be two trees in close proximity to each other, where you have marked the tree on the sketch plan. Please could you clarify which of these two trees the work is proposed to, for example by sketching the second tree on the map, or annotating a satellite image.

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 **9th 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>