



Mrs Tracy Randall-May
Elford House
11 Ferring Lane
Ferring
West Sussex
BN12 6QU

Arun District Council
Arun Civic Centre
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Our Ref: FG/37/19/T

Your Ref:

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

Dear Mrs Randall-May

27th 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 Reduce height of 1No. Eucalyptus tree, reduce overhanging branches by up to 2m to 1No. Cedar tree and reduce by 3m on North/West side by up to 3m 1No. Macracarpa and 1No. Oak tree.

Location Elford House 11 Ferring Lane Ferring

Thank you for your recent application which I received on 22nd 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 work required to 1No. Eucalyptus tree is a Crown Reduction, this must be provided in metres, or a Crown thin, this must be provided as a percentage.

Please confirm the aspect for the overhanging branches of 1No. Cedar tree.

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 **10th 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

A handwritten signature in black ink, appearing to be 'NC' followed by a flourish and a period.

Neil Crowther
Group Head of Planning