

Mr Christopher Osborne
14 Ilex Way
Middleton On Sea
Bognor Regis
PO22 6PQ

Dear Mr Osborne,

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: The location of the sycamore tree is marked on the attached plan. It overhangs my property. The Trunk is located on adjoining land belonging to 12 Ilex Way and I have spoken to the owner, Jonathan Humphrey, who has no objection to the application.

The application is to:

1 trim the tree back to old cuts i.e approximately 30% reduction on top and sides in order to rebalance the tree and to achieve weight reduction to prevent failure of co dominant stems including pruning away from the road and pavement and removing ivy

2 crown thin to improve airflow within the tree sycamore tree is marked

Location: 12 Ilex Way Middleton-On-Sea PO22 6PQ

Thank you for your recent application which I received on 2nd September 2025. It is being validated by Jonny Cooper 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 tree after the proposed works.

Please clarify the percentage by which the tree will be thinned.

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 **17th September 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>