

Ms Zoe Denyer  
126 Sea Lane  
Rustington  
BN16 2RZ

Dear Ms Denyer,

**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:** Crown reduction to 2 No. Copper Beech (T2) to leave a height of \_\_\_ and spread of \_\_\_.  
Crown reduction to 1 No. Acacia tree (T1) to leave a height of \_\_\_ and spread of \_\_\_.  
Removal of dead shrub.  
**Location:** 126 Sea Lane Rustington BN16 2RZ

Thank you for your recent application which I received on 18th August 2026. 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 trees after the proposed works.

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](mailto: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 **2nd September 2026** 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>