The Planning Inspectorate

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Mr Jeremy Sergeant
Adur District Council
Planning Services
Portland House
44 Richmond Road
Worthing
West Sussex, BN11 1HS
planning@adur-worthing.gov.uk

Your Ref: AWDM/1117/17

Our Ref: APP/TPO/Y3805/6533

Date: 31 January 2018

Dear Jeremy Sergeant

THE TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND) REGULATIONS 2012, SI No. 605
APPLICATION FOR CONSENT TO CARRY OUT WORKS TO PROTECTED TREES
APPELLANT: John Stuart Colwill
SITE AT: 11 Amelia Close, Southwick, West Sussex BN42 4AJ

We have received the above-cited appeal against your decision on an application to carry out work on a Holm Oak tree protected by a tree preservation order. The appellant will have sent a copy of the notice of appeal to you.

I am the case officer for the appeal and can be reached using the telephone number, email address and postal address at the top of this letter. When contacting me please quote the above reference. You will note that the appellant has exercised their right to be heard and we have decided that this appeal will go by way of the hearing procedure.

Please read through the enclosed questionnaire carefully and then complete the form and return it to me, together with copies of the documents cited on it, as soon as possible, preferably **within 14 days** from the date of this letter. Please ensure that you send a copy of the completed questionnaire and associated documents to the appellant or their agent. If you have reason to believe that the appeal is invalid e.g. it has been submitted out of time or the appellant is not the person who made the application, ignore the questionnaire and simply provide the relevant information bringing your observations to our attention.

If you propose to submit an appeal statement (see section 3 of the questionnaire), please ensure that this is submitted to me within **6 weeks** of the date of this letter.

You may wish to invite third parties to submit representations. If so, please make clear to them that their comments should be sent directly to me and these should arrive here no later than **6 weeks** from the date of this letter. A copy of all third party representations submitted by this date will be sent to both main parties, each of whom will be given an opportunity to comment on them should they wish.

In light of the public amenity issues involved and in the interests of **good practice**, we urge you to give notice of the hearing arrangements. This will ensure that third parties

have an opportunity to make oral representations on the day. Please forward copies of any notification letters or notices posted or issued, at the time of their posting, for our file.

If you are able to resolve this dispute with the appellant at any time during the appeal process before the hearing, please let us know. This would enable the withdrawal of the appeal and a consequent saving of time and public resources.

I have also invited the appellant/appellant's agent to submit a full written statement of case before the 6 week deadline.

I look forward to receiving your questionnaire within **2 weeks** from the date of this letter.

Finally, information on the awards of costs, which is applicable to appeals proceeding by way of a hearing, inquiry and the fast-track procedure, may be accessed through the Government's *"Planning Practice Guidance"* website:

http://planningguidance.communities.gov.uk/blog/guidance/appeals/the-award-of-costs-general/

This guidance is also being brought to the attention of the appellant.

Yours sincerely

Kevin Gordon
Case Officer
Environment Appeals Team

THE TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND) REGULATIONS 2012, SI No. 605

TREE PRESERVATION ORDER APPEAL QUESTIONNAIRE

This appeal is being processed as a hearing. Please complete this questionnaire and aim to return it to the Planning Inspectorate by 14 days from today. Please send a copy of this form to the Appellant/Appellant's Agent.

1. Details of the Appeal

Appellant's name and address:	John Stuart Colwill 10 Amelia Close, Southwick, West Sussex BN42 4AJ
Agent's name and address:	
Details of appeal:	Refusal of consent to fell a Holm Oak tree
Pins reference:	**APP/TPO/Y3805/6533**

2. Background information

	Yes	No
(a) Is the appeal tree/ are the appeal trees located in a Conservation Area?		
(b) Is the appeal site subject to a separate live planning application or appeal to the Secretary of State?		
If yes, please provide the name of the conservation area or your reference for the planning application:		

Copies of the following are enclosed:

Item	Yes	No	Already submitted
(c) The application for consent including all enclosures			
(d) Your decision on the application			
(e) The tree preservation order (TPO)			
(f) A plan/map showing the location of the relevant TPO tree(s)			
(g) Evidence that the order was confirmed ***This is a mandatory requirement. If the TPO has not yet been confirmed, you should advise us of the anticipated date of confirmation. We cannot proceed with the case until the TPO is confirmed. If you are unable to supply evidence that the TPO was confirmed, it is likely that we will decide that the appeal is invalid and the tree not protected.***		**Not applicable**	
(h) An up-to-date plan/map (1:1250) of the area showing the site and major roads			
(i) An up-to-date map of the Conservation Area showing the site marked (if applicable)			
(j) The council officers or committee's report			

on the application (if any)			
(k) Third party representations			

3. FURTHER INFORMATION

Please tick the relevant box	**Yes**	**No**
a) do you intend to submit an appeal statement?		
b) have you enclosed an up-to-date plan of the appeal site showing a major road?		
Please note that any further representations, such as your appeal statement, must be submitted to the Planning Inspectorate by 6 weeks from the date of this letter.		

4. CONDITIONS

Please set out any conditions you would like the Inspector to consider when determining the appeal, particularly in respect of applications for consent to fell.

I confirm a copy of this questionnaire and background papers have been sent to the appellant.

Name:

Tel no:

Signature:

Date: