The Planning Inspectorate

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Sir/Madam
Adur District Council

By email:
Planning@adur-worthing.gov.uk

Your Ref: AWDM/1636/21

Our Ref: APP/TPO/Y3805/8863

Date: 04 May 2022

Dear Sir/Madam,

Town and Country Planning (Tree Preservation) (England) Regulations
Application to carry out works on protected trees
Appellant: Mr Brian Lawrence
Appeal site: 21 Greenoaks, Lancing, West Sussex, BN15 0HN

We have received the above-cited appeal against your decision on an application to carry out work on a 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 opted for the fast track procedure. We will assume that your Council is happy to proceed via the fast track procedure **unless** you indicate otherwise. If your Council wishes to be heard, please let me know by email and we will send you a copy of the hearing questionnaire.

Please carefully read through and complete the questionnaire found at the end of this letter and return it to me, together with copies of the documents cited on it, as soon as possible, preferably **within 2 weeks** of 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 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 me with the relevant details.

If the appellant has not yet seen a document that you provide with the questionnaire (such as an officer's report which may have informed your decision) then they will be given an opportunity to comment on it if they wish.

Under the fast-track procedure we **cannot** accept any new reports or comments prepared after the decision was issued. Inspectors are only able to consider the information provided with the original application and which informed your decision. This means councils have no right of reply to the matters raised on appeal.

Once I have received the questionnaire and associated documents I will undertake a final validation of the file and check for completeness. If everything is in order and an accompanied site visit is required, we will contact you and the appellant, and where appropriate, the owner of the tree(s) to give notice of the Inspector's site visit.

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

Finally, information on the awards of costs which is applicable to appeals can 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

Kyle Williams

Tree and Hedge Appeals

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

TREE PRESERVATION ORDER APPEAL QUESTIONNAIRE

This appeal is being processed under the Fast Track regulations. Please complete this questionnaire and aim to return it to the Planning Inspectorate within 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:	Mr Brian Lawrence 21 Greenoaks, Lancing, West Sussex, BN15 0HN
Agent's name and address:	N/A
Details of appeal:	21 Greenoaks, Lancing, West Sussex, BN15 0HN Fell: TPO 162/2/57(L) – G2 T1 Sycamore
Planning Inspectorate reference:	APP/TPO/Y3805/8863

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:

(c) Is the site readily accessible for close inspection from public land, a public footpath, the roadside or is/are the tree(s) in a front garden?		

Copies of the following are enclosed:

Item	Yes	No	Already submitted
(d) The application for consent including all enclosures			
(e) Your decision on the application			
(f) The tree preservation order (TPO)- including the map and schedule			
(g) A plan/map showing the location of the relevant TPO tree(s)			

(h) **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**	

(i) An up-to-date A4 plan of the area showing the appeal site, tree(s) near the centre and major roads at 1:1250 or 1:1000 scale or similar			
(j) A designated plan of the Conservation Area showing the site marked (if applicable)			
(k) The council officer or committee report on the application (if any)			
(l) Third party representations			

3. Conditions

It is important that you set out any conditions you would like the Inspector to impose if allowing the appeal in part or in full, particularly with regard to replanting if the appellant is seeking consent to fell.

4. Copy to appellant

Please tick this box to confirm **a copy of this questionnaire and background papers** have been sent to the appellant ☐

Name:		Date:	
Signature:		Tel:	