



ARBORICULTURAL IMPACT ASSESSMENT, METHOD STATEMENT AND TREE PROTECTION PLAN

**77 Marlborough Road,
Lancing
BN15 8UF**

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Sussex Office
Rocks Yard, Victoria Road
Herstmonceux, East Sussex.
BN27 4TQ.

PJC Consultancy Ltd
www.pjcconsultancy.com
contact@pjcconsultancy.com
01233 225365 - 01323 832120

Kent Office
The Watermill, The Mill
Business Park, Maidstone
Road, Ashford, Kent.
TN26 1AE

This report has been prepared by
PJC Consultancy Ltd
on behalf of
Industrial IT Systems Ltd

Document author

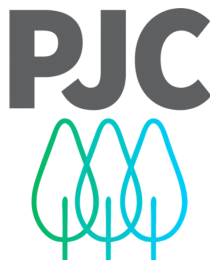
Nick Hollett Level 3 BTEC ND Forestry and Arboriculture

Nick has a level 3 National Diploma in Forestry and Arboriculture, and Level 2 BTEC Foundation Diploma Countryside and Environment. He has fifteen years experience in the arboricultural industry, and started his career as a forestry worker and Millworker before progressing as a tree surgeon, working in both the private and commercial sectors. He is a LANTRA accredited professional tree inspector.

Checked by

Peter Davies FdSc Arboriculture M.Arbor.A

Peter has a Foundation Degree in Arboriculture from the University of Brighton and is a professional member of the Arboricultural Association. He has over sixteen years' experience in the arboricultural industry, originally working as a groundsman and feller, and progressing into consultancy. He is a LANTRA accredited professional tree inspector.



arboriculture . ecology . landscape



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EXECUTIVE SUMMARY

PJC Consultancy has been instructed by Industrial IT Systems Ltd to provide an arboricultural impact assessment and arboricultural method statement to support a planning application for the demolition of the existing single-storey commercial unit and the erection of a replacement two-storey commercial and office building. The works include associated landscaping to the site to provide off-street parking, along with the provision of designated vehicular and pedestrian access at 77 Marlborough Road, Lancing BN15 8UF.

This report complies with the planning policies of Adur and Worthing Council and complies with the recommendations of British Standard BS5837: 2012 Trees in relation to design, demolition and construction – Recommendations.

The tree survey was carried out on 15th January 2026. The tree constraints plan and tree survey schedule can be found at Appendix 1 and Appendix 2 respectively.

No tree preservation order protects trees at the site and the site is not located within a conservation area.

The proposed layout has been overlaid with the tree constraints plan in order to identify the impacts to the trees to inform this impact assessment and this information has formed the basis of the root protection area incursions plan at Appendix 3 and the tree protection plan at Appendix 4.

No trees require removal to facilitate the proposals. Three trees require crown lifting to 3m to provide adequate space for construction activities. This level of pruning is considered acceptable and will not have an adverse impact on the health of the trees.

Existing hardstanding is to be replaced with porous asphalt within the root protection areas of three category C trees.

Subject to the generic and specific tree protection measures recommended within the arboricultural method statement at section 3 of this report being adhered to, I consider that the proposals represent a minor impact on the amenity of the locality in so far as it is contributed to by trees and trees recommended for retention can be safely integrated into the site post development .



1 INTRODUCTION

1.1 Instruction

1.1.1 PJC Consultancy has been instructed by Industrial IT Systems Ltd to provide an arboricultural impact assessment and arboricultural method statement to support a planning application for the demolition of the existing single-storey commercial unit and the erection of a replacement two-storey commercial unit and office building. The works include associated landscaping to the site to provide off-street parking, along with the provision of designated vehicular and pedestrian access at 77 Marlborough Road, Lancing BN15 8UF.

1.1.2 This report complies with the planning policies of Adur and Worthing Council and complies with the recommendations of British Standard BS5837: 2012 Trees in relation to design, demolition and construction – Recommendations (the British Standard).

1.2 Objectives of report

1.2.1 This report has been undertaken with the following objectives:

- To identify the tree removals and pruning works that will be required as a result of the proposed development and to assess the impact of the tree works.
- To assess the potential impact the proposed construction works will have on retained trees and provide recommendations for mitigation measures to reduce the impact on the trees.
- To provide a protection methodology for retained trees throughout the demolition and construction period, including the above ground and below ground parts of the trees as well as their rooting medium.

1.3 Contents of report

1.3.1 This report includes:

- A tree constraints plan and tree survey schedule at Appendices 1 & 2 respectively.
- An arboricultural impact assessment at section 2 and a root protection area incursions plan at Appendix 3.
- An arboricultural method statement at section 3 and a tree protection plan at Appendix 4.

1.4 Documents and information provided

1.4.1 The following documents were used to aid the preparation of this report:

- PJC Initial Arboricultural Report Ref: 7069/26-01
- Indigo Surveys - Topographical Survey ref: 2141-01.
- Miller Bourne Architects – Site Location and Block Plans ref: 4905-1001.
- 079-3-s001-Proposed site plan-C.

1.5 Limitations of report

1.5.1 The following arboricultural impact assessment and method statement have been prepared for the proposal stated in section 1.1 and using the plans and information listed in section 1.4. The report should not be relied upon if the stated proposal or proposed design changes unless the author confirms the changes do not have a bearing on the arboricultural impacts or recommended mitigation measures.



2 ARBORICULTURAL IMPACT ASSESSMENT

2.1 Site visit

- 2.1.1 The tree survey was carried out on 15th January 2026. The tree constraints plan and tree survey schedule can be found at Appendix 1 and Appendix 2 respectively.
- 2.1.2 The site is situated within the Lancing Business Park and comprises of an unoccupied commercial building. Adjacent to the eastern side of the building is a driveway that leads to a parking area at the south. The surrounding area is mainly commercial units on three sides, while the southern boundary is bordered by residential properties.

2.2 The proposals

- 2.2.1 The proposed layout has been overlaid with the tree constraints plan in order to identify the impacts to the trees to inform this impact assessment and this information has formed the basis of the root protection area incursions plan at Appendix 3 and the tree protection plan at Appendix 4.
- 2.2.2 The proposals are to demolish the existing single-storey commercial unit and construct a replacement two-storey commercial and office building in the same footprint. The proposals also include associated hard landscaping to the front of the site to provide off-street parking.

2.3 Tree works

- 2.3.1 No trees require removal to facilitate the proposals.
- 2.3.2 A summary of the proposed pruning required to enable the proposals is shown at Table 1 below.

Table 1: Summary of access facilitation pruning

Tree number	Species	Works required	Reason for works
T1	Sycamore	Crown lift north aspect to provide 3m ground clearance.	To provide adequate space beneath the canopy for the replacement hardstanding works.
T2	Cherry	Crown lift western aspect to provide 3m ground clearance.	To provide adequate space beneath the canopy for the replacement hardstanding works.
T3	Cherry	Crown lift western aspect to provide 3m ground clearance.	To provide adequate space beneath the canopy for the replacement hardstanding works.

- 2.3.3 Any additional requirements for pruning that cannot be predicted at this stage in the design process (e.g. for contractor compound or movement of large or specialist plant machinery) shall be discussed at the pre-commencement meeting with the project arboriculturist and agreed with the local authority arboricultural officer.
- 2.3.4 All works are to be carried out in accordance with BS3998: 2010 Tree works – Recommendations.

2.4 Building footings in proximity to trees

- 2.4.1 The existing commercial unit and associated structures will be demolished outside the root protection area of retained trees.



- 2.4.2 The proposed commercial unit will be located outside the root protection areas of retained trees, therefore use of specialist foundations for root protection is not deemed necessary.

2.5 Hard standing in proximity to trees

- 2.5.1 No new hard standing will be constructed within the root protection areas of retained trees, however existing hard standing will be replaced from within the root protection areas of T1-T3 in the areas hatched pink on the root protection area incursions plan. The existing concrete surface shall be removed and replaced with a porous asphalt to allow moisture ingress and gaseous diffusion with the rooting medium. This must be undertaken carefully as described in the arboricultural method statement.

2.6 Services

- 2.6.1 Drawing ref: 079-3-s001-Proposed site plan-C. indicates that new drainage for the proposed commercial unit will connect to the existing manholes and sewage system, these are located outside the root protection areas of retained trees.
- 2.6.2 Details of additional services for the proposed development are not currently available. All underground services should be located outside the root protection areas of retained trees and above ground services should be located outside the anticipated mature crown spreads. Sympathetic methodology to enable the installation of services within root protection areas (in certain instances) is available, however there will always be a potential arboricultural impact and arboricultural advice must be sought regarding the suitability of these methods before they are relied upon. If it is achievable, root protection areas should always be completely avoided.
- 2.6.3 Once details of the routing of new services become available, prior to commencement, these shall be reviewed by the project arboriculturist. The arboriculturist shall then confirm either that no works will be carried out within root protection areas or provide details of the methodology required to ensure the works are carried out in accordance with NJUG4 'Guidelines for the planning, installation and maintenance of utilities in proximity to trees' and BS5837: 2012.



3 ARBORICULTURAL METHOD STATEMENT

3.1 General requirements

- 3.1.1 The arboricultural method statement and tree protection plan shall remain on site for the duration of demolition, construction and landscaping works and be available to site operatives at all times. All operatives at the site shall be briefed about tree related factors as part of their site induction.
- 3.1.2 Any variation from the methodology described in this method statement shall be discussed with the supervising arboriculturist and agreed with the local authority arboricultural officer.

3.2 Phasing of works

- 3.2.1 To ensure trees are protected throughout the development, the proposed development shall occur in the following order:

Table 2: Phasing of works

Works Order	Operation	Notes
1	Initial tree works.	The tree works contractor shall undertake the access facilitation pruning specified in the arboricultural impact assessment.
2	Installation of tree protection barriers.	Tree protection fencing and stem hoarding shall be installed in the locations shown on the tree protection plan and to the specification described in this method statement.
3	Pre-commencement meeting.	The project arboriculturist shall attend a site meeting with the site manager. The local authority arboricultural officer shall be notified so they may also attend. The above pre-start arboricultural works shall be signed off by the project arboriculturist during the meeting. The meeting shall occur before any plant activity, ground works or demolition/construction activities begin.
4	Demolition phase.	The tree protection barriers shall be maintained, and the construction exclusion zones observed throughout the demolition phase.
5	Construction phase.	The tree protection barriers shall be maintained, and the construction exclusion zones observed throughout the construction phase. Replacement hardstanding shall be constructed sensitively within the root protection areas of T1-T3 as described in this method statement.
6	Removal of tree protection barriers.	The tree protection barriers shall be dismantled when external construction and hard landscape operations have been completed, and plant machinery or excess construction materials have been removed from site.

3.3 Initial tree works

- 3.3.1 The access facilitation pruning specified in the arboricultural impact assessment shall be carried out as the first stage of development. Any requirements for access facilitation pruning which have not been anticipated on the date of this report shall be discussed at the pre-commencement meeting with the project arboriculturist and be communicated to the local authority arboricultural officer.
- 3.3.2 Trees should be checked for protected species before works are undertaken. It is against the law to disturb bats or their roosts under the Conservation of Habitat and Species



Regulations. Nesting birds are protected by the Wildlife and Countryside Act. If protected species are discovered, Natural England should be contacted for advice.

- 3.3.3 The tree works contractors should carry out all tree works to BS3998: 2010 Tree works – recommendations as modified by research that is more recent. They should also carry relevant, adequate and up to date insurance.
- 3.3.4 It is suggested that an Arboricultural Association approved contractor carry out all tree works. Approved contractors are expected to work to industry best standards. The Arboricultural Association website (www.trees.org.uk) contains contact details and information on engaging a suitable contractor.

3.4 Tree protection barriers

- 3.4.1 The root protection areas of retained trees must be left free from disturbance, and protected from contamination or compaction during the proposed works. Protection shall comprise a combination of tree protection fencing and stem hoarding.
- 3.4.2 The tree protection fencing and stem hoarding shall be installed and signed off by the project arboriculturist before any plant activity, ground works or demolition/construction activities commence at the site. They shall be maintained in situ until the completion of development when all other construction activities in the vicinity have been completed, and excess construction materials and plant machinery have been removed from site. Any damage that occurs to the tree protection barriers during the construction period must be rectified immediately, prior to other construction activities recommencing in the vicinity.
- 3.4.3 Tree protection fencing shall be installed in the locations shown on the tree protection plan. The specification for tree protection fencing shall be metal welded mesh panels (e.g. Heras panels), in concrete or rubber feet. The panels shall be supported by metal stabiliser struts mounted on either a base plate secured by ground pins, or in a block tray (refer to Appendix 6). Any variation from this specification for tree protection fencing shall be discussed with the project arboriculturist and agreed in writing with the local authority arboricultural officer.
- 3.4.4 Signs shall be affixed to the fencing as shown in Appendix 7 to explain its purpose. The signs shall be affixed at a reasonable size and frequency to ensure they are easily visible to operatives at the site.
- 3.4.5 To protect the stem of the street tree T1, located at the rear of the site, free standing, marine plywood hoarding shall be installed around its stem. The hoarding must be at least 1.8m in height and must not come into contact with any part of the tree. An example specification for the stem hoarding is shown in Appendix 5. Tree stem hoarding will be maintained until all plant machinery and excess construction materials have been removed from the site.
- 3.4.6 The areas protected by tree protection fencing (highlighted yellow on the tree protection plan) or temporary ground protection shall be referred to as the construction exclusion zones. The following restrictions shall apply within the construction exclusion zones:
- No vehicular access shall be permitted unless on adequate temporary ground protection measures that have been agreed with the project arboriculturist.
 - Regular pedestrian access shall be restricted unless on suitable ground protection measures agreed with the project arboriculturist.
 - No storage of construction materials shall occur.
 - No storage of building spoil or construction debris (including short-term temporary stockpiling) shall occur.
 - No harmful chemicals shall be stored or handled.
 - No fires shall be permitted.
 - No mechanical excavation including regrading of levels shall occur.



- There shall be no change in ground level unless undertaken under the supervision of the project arboriculturist.
- No construction activities including installation of new permanent hard standing shall be undertaken unless otherwise specified in this method statement.

3.5 Storage and handling of harmful chemicals

- 3.5.1 Provision must be taken to prevent the storage and handling of harmful chemicals within the root protection areas of retained trees. Harmful chemicals include fuels, oils, bitumen, builder's sand (which has a high salt content) and cement. Provision shall also be made to prevent the storage and handling of harmful chemicals in areas proposed for further planting if the existing soil is intended to be retained.
- 3.5.2 Cement mixing shall always occur outside the construction exclusion zones. If cement mixing is to occur close to the construction exclusion zones, or there is the potential for cement washings to leech into a root protection area, adequate, bunded ground protection measures must be used. This could comprise impermeable plastic sheeting under wooden boards (to prevent tears) surrounded by a raised lip.
- 3.5.3 All other chemicals that are harmful to trees must be stowed in suitable containers and stored away from the construction exclusion zones unless adequate, bunded ground protection measures are implemented to prevent spillages leeching into root protection areas.

3.6 Contractor facilities

- 3.6.1 A suitable location for site cabins, contractor parking and site facilities for operatives shall be agreed with the project arboriculturist during the pre-commencement meeting if not already specified in a construction management plan that has been signed off by the project arboriculturist. These facilities must be located outside the root protection areas of all retained trees unless on adequate ground protection measures that have been signed off with the project arboriculturist (potentially including existing hard standing). Provision must be taken to prevent exhaust fumes or hot air from generators or kitchen facilities from damaging foliage within the crowns of retained trees.
- 3.6.2 Care must be taken when unloading from flatbed lorries close to T1-T3 to avoid damage to the trees crown. As such, a designated banksman must always be utilised to ensure the tree is not contacted when unloading a vehicle with a hi-ab arm.

3.7 Replacing existing surfacing within root protection areas

- 3.7.1 The existing concrete surface within the root protection areas of T1-T3 shall provide ground protection for construction traffic. Vehicular access across the root protection areas shall be prohibited between the time the existing surface is removed, and the new surface is installed.
- 3.7.2 The existing concrete wearing course shall be broken up using controlled hand tools (e.g. pneumatic breaker) and removed from the root protection areas by hand. If it is deemed impractical or unsafe to achieve this using hand tools only, plant machinery operated under the supervision of the project arboriculturist may be used instead. The machine must be fitted with a grading bucket (without teeth) and be operated from outside the root protection areas unless on a retained area of hard standing. If roots are revealed during this operation, use of the machine must immediately cease and the operation shall be continued by hand.
- 3.7.3 The existing sub-base shall be reused (augmented as necessary) for the new porous asphalt. If it is deemed necessary to remove any of the sub-base to enable the correct levels for the finished surface (these must first be signed off by the project arboriculturist), removal of the



sub-base must occur carefully in shallow increments following the same methodology required for removing the wearing course.

3.8 Services

- 3.8.1 The routing of new services for the development is not available on the date of this report. These must be signed off by the project arboriculturist before implementation. Wherever possible, the services must completely avoid the root protection areas of retained trees. Where this is not feasible, the arboriculturist shall provide an arboricultural method statement (to be signed off by the local authority arboricultural officer before implementation) detailing any sympathetic methodologies that are required to minimise damage to tree roots (as described in NJUG4 'Guidelines for the planning, installation and maintenance of utilities in proximity to trees' and BS5837: 2012).

3.9 Pre-commencement arboricultural consultancy input

- 3.9.1 Prior to the commencement of works, arboricultural input will be required for the following aspects of development:
1. The construction management plan.
 2. The routing of new utility services.
 3. Final levels of the replacement hardstanding within the root protection areas of T1-T3.
- 3.9.2 If these aspects of the project have a material impact on the guidance in this method statement, the arboricultural method statement shall be updated and the revised information submitted to the local authority tree officer for approval.

3.10 Pre-commencement meeting

- 3.10.1 A pre-commencement meeting shall be held between the contractors and the project arboriculturist. The local authority arboricultural officer shall be given reasonable notice of the pre-commencement meeting so they may also attend. The purpose of the pre-commencement meeting shall be:
1. To clarify the tree protection methodology with the site manager.
 2. To discuss the chronology and phasing of the project with the site manager.
 3. To sign off that the pre-commencement tree works have been completed as specified in the arboricultural impact assessment, and to discuss any requirements for any further pruning which had not been anticipated prior to the meeting.
 4. To sign off that the tree protection fencing and stem hoarding have been installed in the correct locations and to the agreed specification. To agree revised locations subject to the phasing of the development.
 5. To agree with the local authority arboricultural officer the type and timings of arboricultural monitoring necessary.
- 3.10.2 Following this meeting, if the local authority arboricultural officer has not been able to attend, an email outlining the actions discussed will be sent to the tree officer for approval. If necessary, a revised tree protection plan and method statement will be issued for approval.



3.11 Arboricultural supervision

- 3.11.1 The project arboriculturist shall supervise the replacement of existing hard surfacing within root protection areas of T1-T3 if plant machinery is used.

3.12 Arboricultural monitoring

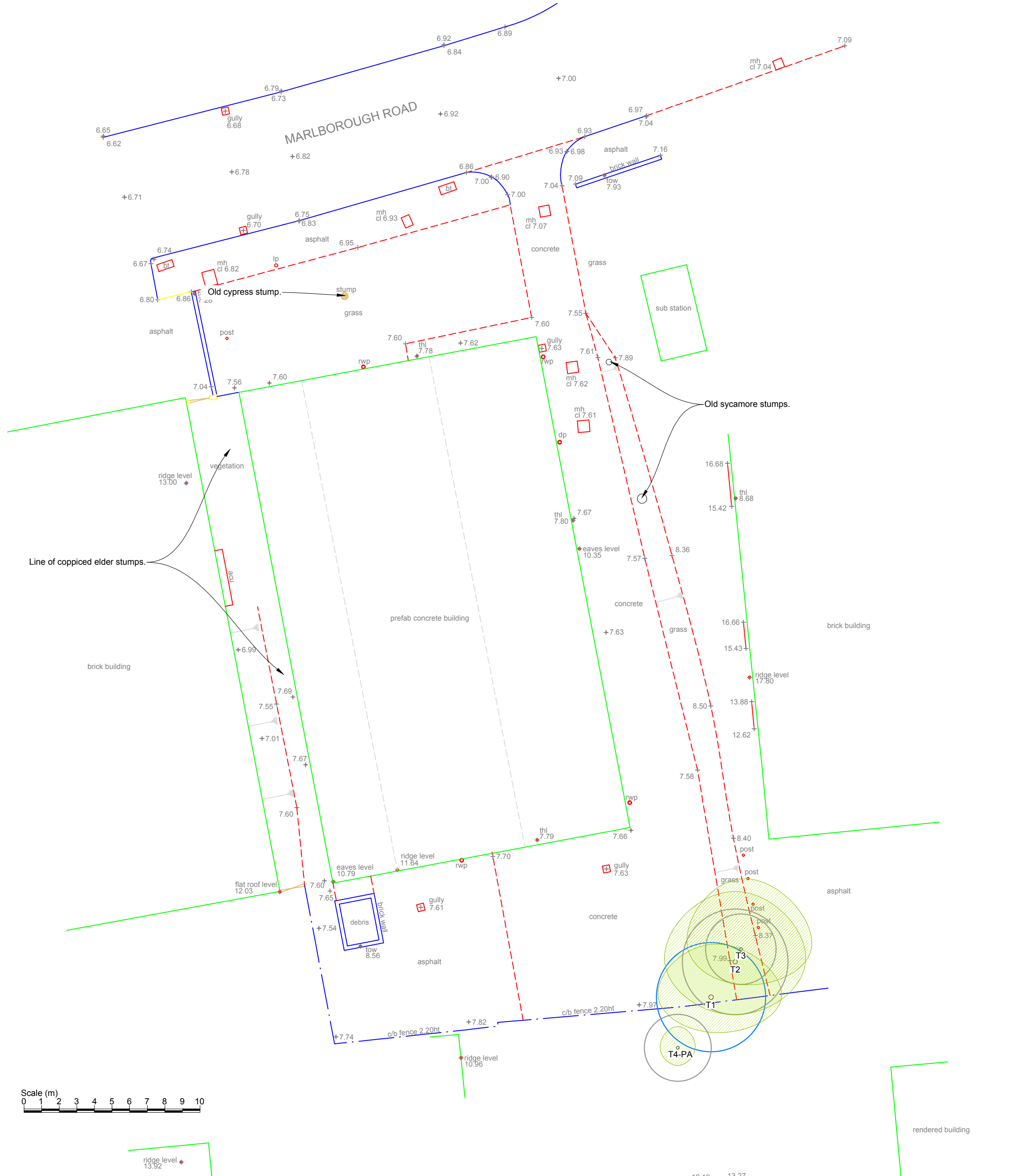
- 3.12.1 The site manager shall provide a monthly update to the project arboriculturist including photographic evidence that the tree protection barriers are intact and that the construction exclusion zones have been observed.
- 3.12.2 In addition to the above, a system and programme of onsite monitoring by the appointed arboricultural consultant shall be agreed with the Local Authority Arboricultural Officer. The form and frequency of site monitoring shall be agreed at the pre-commencement meeting.

3.13 Process if an unforeseen issue relating to trees arises

- 3.13.1 If significant root growth is disturbed during construction activities that are not within the scope of this report, the work shall cease until the project arboriculturist has been consulted. Roots greater than 25mm in diameter or dense/matted fibrous roots shall be considered significant root growth. It should be remembered that whilst root protection areas are part of industry best practice, tree root growth is influenced by a number of factors and may not conform to expected ideals.
- 3.13.2 If at any time during the construction process, damage is inadvertently caused to a tree, the project arboriculturist shall be notified to assess the likely implications and to prescribe potential remedial measures to be implemented. Damage can be in the form of chemical or fuel spillage, mechanical damage to either the above ground parts of the tree or the roots, fire or any other unforeseen circumstance.
- 3.13.3 The supervising arboriculturist shall be appointed by the contractor. It will be necessary for the arboriculturist to report to the local planning authority on the outcome of the site visits as well as any unforeseen tree related issues.



Appendix 1: Tree Constraints Plan



* Tree categorised in accordance with BS 5837:2012 '*Trees in relation to design, demolition and construction - Recommendations*'.
Tree survey schedule contains further information for each tree.
This drawing should be viewed in colour.
Tree numbers suffixed with PA indicate the tree position is approximate.

Key:

- Root protection area for category B* tree
- Root protection area for category C* tree
- Tree canopy

Drawing no: PJC/7069/26/A **Rev:** - **Sheet number:** 1 of 1

Site:
77 Marlborough Road,
Lancing
BN15 8UF

Drawing title: Tree Constraints Plan

Date drawn: 20/01/2026

Scale: 1:200 at A3

Drawn by: NH **Checked by:** PD

PJC Consultancy
Rocks Yard, Victoria Road,
Herstmonceux, Hailsham, East
Sussex, BN27 4TQ.
t: 01323 832120
e: contact@pjconsultancy.com
w: www.pjconsultancy.com



Appendix 2: Tree Survey Schedule

Site: 77 Marlborough Road

Survey date: 15th January 2026

Surveyor: N.Hollett

Tree Survey Schedule



Tree ref.	Species	Height (m)	Stem diameter (mm)	Branch spread (m)	Crown clearance (m)	Age class	Physiological condition	Structural condition	Comments	Management recommendation	Category grading	Root Protection Area (m ²)	Root Protection Radius (m)
T1	Sycamore (<i>Acer pseudoplatanus</i>)	9	260	N: 3 E: 4 S: 2 W: 3	Crown: 2 average Branch: 2 average	Semi mature	Good	Fair	Previously crown lifted. Heavily pruned to south over third party garden. Co-dominant stems from 2m with minor bark inclusion and reaction growth wood. Epicormic growth at base. located between carpark and garden fence. Hardstanding extending up to stem base. Likely historically self seeded.	Crown lift north aspect to create 3m ground clearance.	B2	30.6	3.1
T2	Cherry (<i>Prunus avium</i>)	8	180, 170	N: 4 E: 4 S: 3 W: 4	Crown: 2 average Branch: 2 north	Semi mature	Fair	Fair	Dual stemmed from base. Compressed basal union with minor bark inclusion. Previously crown lifted. Large canker wound with decay on west stem at 1m. Crossing/grafted branches. Companion tree to T3. Located on small grass embankment between carparks.	Crown lift western aspect to create 3m ground clearance.	C1+2	27.7	3.0
T3	Cherry (<i>Prunus avium</i>)	7	170	N: 4 E: 4 S: 2 W: 3	Crown: 1 south Branch: 1 south	Semi mature	Fair	Fair	Bark inclusions at branch junctions. Previously crown lifted. Companion tree to T2.	Crown lift western aspect to create 3m ground clearance.	C1+2	13.1	2.0
T4	Cabbage palm (<i>Cordyline australis</i>)	6	160 est	N: 1 E: 1 S: 1 W: 1	Crown: 3 average Branch: 3 average	Semi mature	Good	Good	Third party tree. Viewed from site only with no direct access. Typical example of species.	No action required.	C1+2	11.6	1.9



Appendix 3: Root Protection Area Incursions Plan



*** Tree categorised in accordance with BS 5837:2012 'Trees in relation to design, demolition and construction - Recommendations'.**

Tree survey schedule contains further information for each tree.

This drawing should be viewed in colour.

Tree numbers suffixed with PA indicate the tree position is approximate.

Key:

- Root protection area for category B* tree to be retained
- Root protection area for category C* tree to be retained
- Canopy of tree to be retained
- Existing hardstanding to be replaced within root protection areas
- Outline of proposed commercial unit

Drawing no: PJC/7069/26/B **Rev:** - **Sheet number:** 1 of 1

Site:

77 Marlborough Road,
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Drawing title: Root Protection Area Incursions Plan

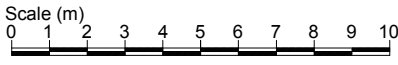
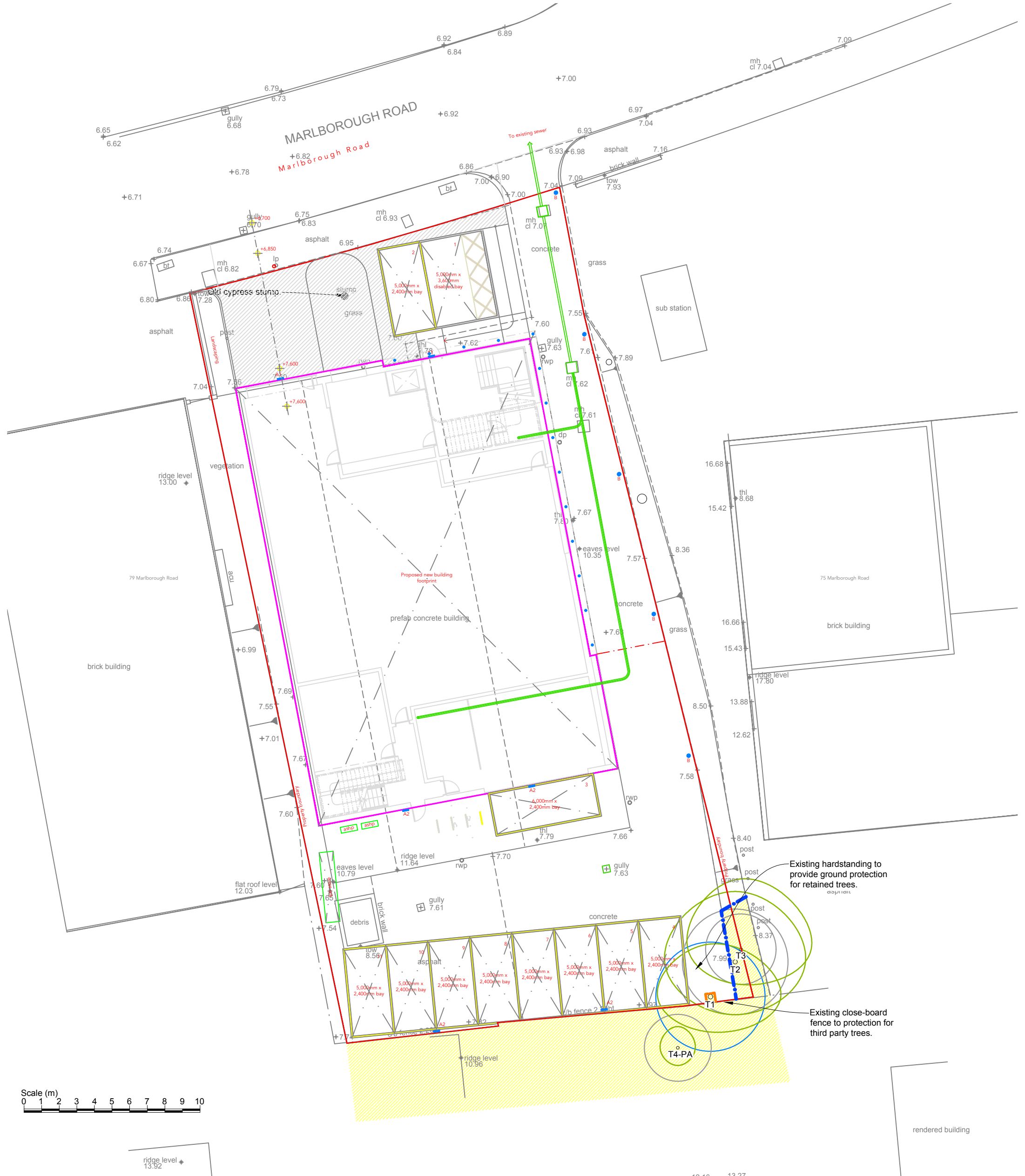
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Appendix 4: Tree Protection Plan



* Tree categorised in accordance with BS 5837:2012 'Trees in relation to design, demolition and construction - Recommendations'.

Tree survey schedule contains further information for each tree.

This drawing should be viewed in colour.

Tree numbers suffixed with PA indicate the tree position is approximate.

Key:

- Root protection area for category B* tree to be retained
- Root protection area for category C* tree to be retained
- Canopy of tree to be retained
- Construction exclusion zone
- Stem hoarding
- Tree protection fencing

Drawing no: PJC/7069/26/C Rev: - Sheet number: 1 of 1

Site:

77 Marlborough Road,
Lancing
BN15 8UF

Drawing title: Tree Protection Plan

Date drawn: 20/04/2026

Scale: 1:200 at A3

Drawn by: NH

Checked by: PD

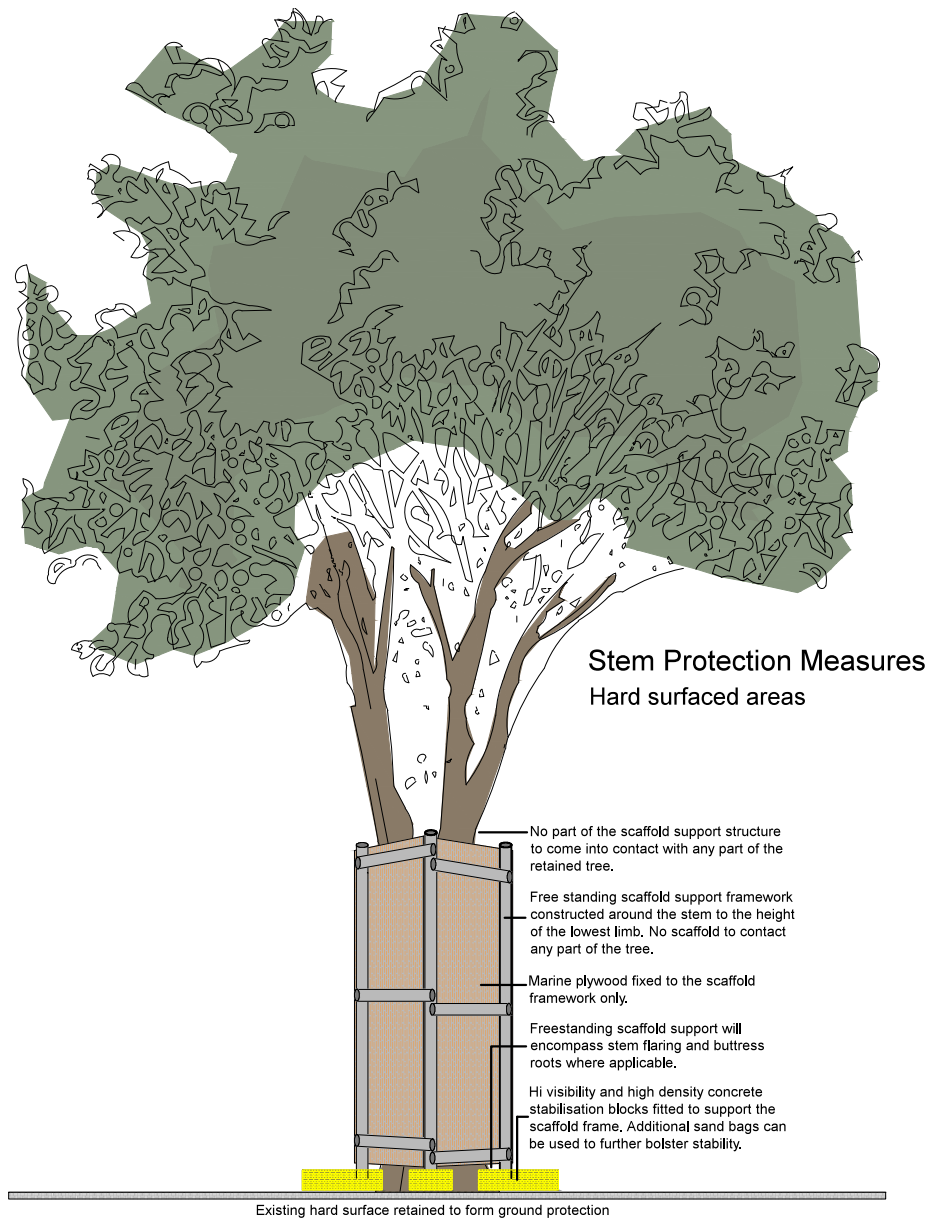


PJC Consultancy
Rocks Yard, Victoria Road,
Herstmonceux, Hailsham, East
Sussex, BN27 4TQ.

t: 01323 832120
e: contact@pjcconsultancy.com
w: www.pjcconsultancy.com

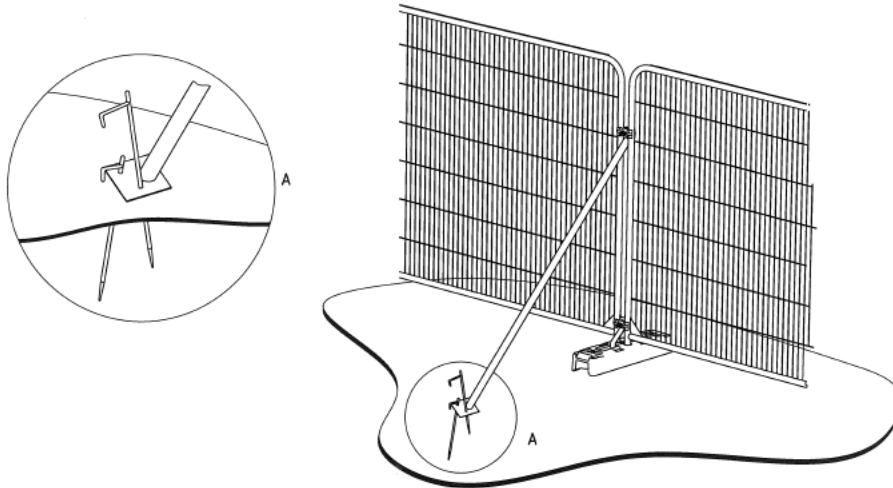


Appendix 5: Example Stem Hoarding Specification

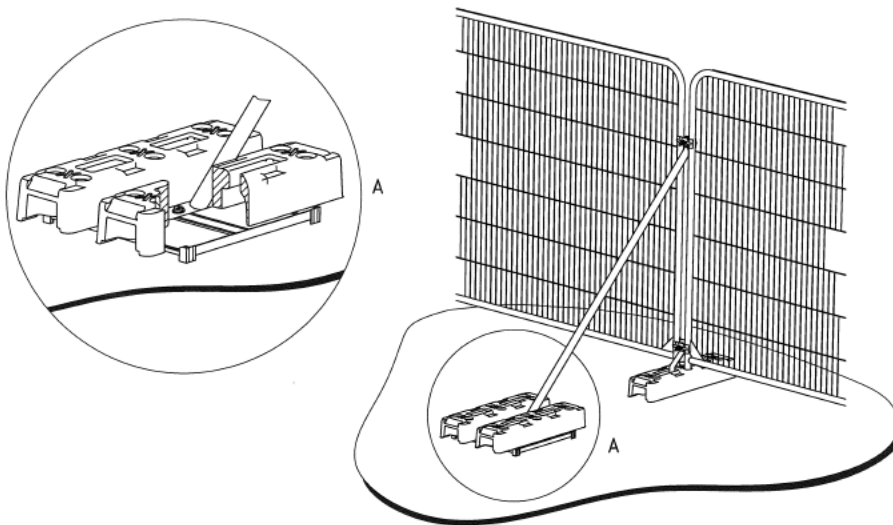




Appendix 6: Tree Protection Fencing Specification



a) Stabilizer strut with base plate secured with ground pins



b) Stabilizer strut mounted on block tray



Appendix 7: Example Protective Fencing Sign





CONTACT DETAILS

Sussex Office:

Rocks Yard
Victoria Road
Herstmonceux
Hailsham
East Sussex
BN27 4TQ

Tel: 01323 832120

Kent Office:

The Watermill
The Mill Business Park
Maidstone Road
Ashford
Kent
TN26 1AE

Tel: 01233 225365

Author: N. Hollett

Date: 20th April 2026

E-mail: n.hollett@pjconsultancy.com