

Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.

Town and Country Planning Act 1990

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Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:



Arun District Council
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Tel: 01903 737756
www.arun.gov.uk

Publication of applications on planning authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	MR	First name:	ROBERT
Last name:	KETLEY		
Company (optional):	N/A		
Unit:		House number:	3
		House suffix:	
House name:	HOLLY LODGE		
Address 1:	BARRACK LANE		
Address 2:			
Address 3:			
Town:	ALDWICK BOGNOR REGIS		
County:	WEST SUSSEX		
Country:	ENGLAND		
Postcode:	PO21 4BY		

2. Agent Name and Address

Title:		First name:	
Last name:			
Company (optional):			
Unit:		House number:	
		House suffix:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			

3. Trees Location

If all trees stand at the address shown in Question 1, go to Question 4. Otherwise, please provide the full address/location of the site where the tree(s) stand (including full postcode where available)

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (if known):

If the location is unclear or there is not a full postal address, either describe as clearly as possible where it is (for example, 'Land to the rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road') or provide an Ordnance Survey grid reference:

Description:

4. Trees Ownership

Is the applicant the owner of the tree(s): ☒ Yes ☐ No
If 'No' please provide the address of the owner (if known and if different from the trees location)

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone numbers

Country code:	National number:	Extension number:
Country code:	Mobile number (optional):	
Country code:	Fax number (optional):	

Email address (optional):

5. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a TPO? ☒ Yes ☐ No

Are you wishing to carry out works to tree(s) in a conservation area? ☐ Yes ☒ No

6. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number below.

BOGNOR REGIS
TPO No 2 1958

7. Identification Of Tree(s) And Description Of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out. Continue on a separate sheet if necessary. You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work. Where trees are protected by a TPO, please number them as shown in the First Schedule to the TPO where this is available. Use the same numbers on your sketch plan (see guidance notes).

Please provide the following information below: tree species (and the number used on the sketch plan) and description of works. Where trees are protected by a TPO you must also provide reasons for the work and, where trees are being felled, please give your proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

E.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with 1 standard ash in the same place.

LIFT CROWN 2.5M ABOVE G.L TO 2ND HOLM OAKS.
REDUCE CROWN TO 2ND HOLM OAKS & 1 NO SYCAMORE BY 2.5M TO PREVIOUS PRUNE POINTS & O/A HEIGHT APPROX 13M.
REDUCE SPLIT BOUGH TO HOLM OAK TO ON FLAT BY 2M.
REMOVE SQUIRREL DAMAGE.

7. Identification Of Tree(s) And Description Of Works continued ...

REASONS

TO ADMIT MORE LIGHT TO GARDEN & NEIGHBOURING PROPERTIES.

TO ADDRESS NEIGHBOURS CONCERNS (SEE COPY LETTER ATTACHED)

TO AVOID DAMAGE TO PROPERTY & PEOPLE.

8. Trees - Additional Information

Additional information may be attached to electronic communications or provided separately in paper format.

For all trees

A sketch plan clearly showing the position of trees listed in Question 7 must be provided when applying for works to trees covered by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes). It would also be helpful if you provided details of any advice given on site by an LPA officer.

For works to trees covered by a TPO

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application must be accompanied by the necessary evidence to support your proposals. (See guidance notes for further details)

1. **Condition of the tree(s)** - e.g. it is diseased or you have fears that it might break or fall: ☐ Yes ☒ No

If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. **Alleged damage to property** - e.g. subsidence or damage to drains or drives. ☐ Yes ☒ No

If YES, you are required to provide for:

Subsidence

A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

Other structural damage (e.g. drains, walls and hard surfaces)

Written technical evidence from an appropriate expert, including description of damage and possible solutions.

Documents and plans (for any tree)

Are you providing separate information (e.g. an additional schedule of work for Question 7)? ☒ Yes ☐ No

If YES, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application. If they are being provided separately from this form, please detail how they are being submitted.

LOCATION PLAN & TREE SCHEDULE
COPY LETTER & PHOTO'S

9. Authority Employee / Member

It is an important principle of decision-making that the process is open and transparent. For the purposes of this question, "relating to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the local planning authority.

Do any of the following statements apply to you and/or agent? ☐ Yes ☐ No

With respect to the authority, I am:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

10. Application For Tree Works - Checklist

Only one copy of the application form and additional information (Question 8) is required. Please use the guidance and this checklist to make sure that this form has been completed correctly and that all relevant information is submitted. Please note that failure to supply precise and detailed information may result in your application being rejected or delayed. You do not need to fill out this section, but it may help you to submit a valid form.

Sketch Plan

- A sketch plan showing the location of all trees (see Question 8)



For all trees

(see Question 7)

- Clear identification of the trees concerned
- A full and clear specification of the works to be carried out



For works to trees protected by a TPO

(see Question 7)

Have you:

- stated reasons for the proposed works?
- provided evidence in support of the stated reasons? in particular:
 - if your reasons relate to the condition of the tree(s) - written evidence from an appropriate expert
 - if you are alleging subsidence damage - a report by an appropriate engineer or surveyor and one from an arboriculturist.
 - in respect of other structural damage - written technical evidence
- included all other information listed in Question 8?



11. Declaration - Trees

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the

Signed: 

Or signed - Agent:



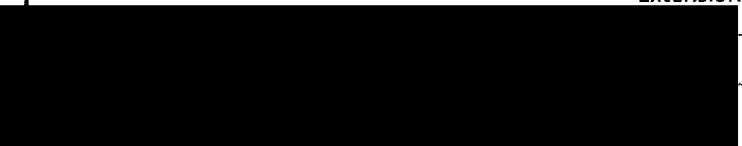
A-6-2021

(This date must not be before the date of sending or hand-delivery of the form)

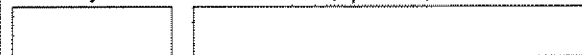
12. Applicant Contact Details

Telephone numbers

Extension



Country code: Fax number (optional):



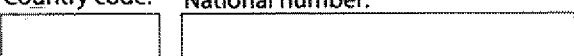
Email address (optional):

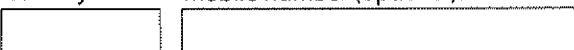


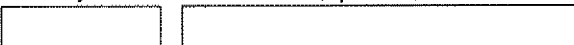
13. Agent Contact Details

Telephone numbers

Extension number:

Country code: National number: 

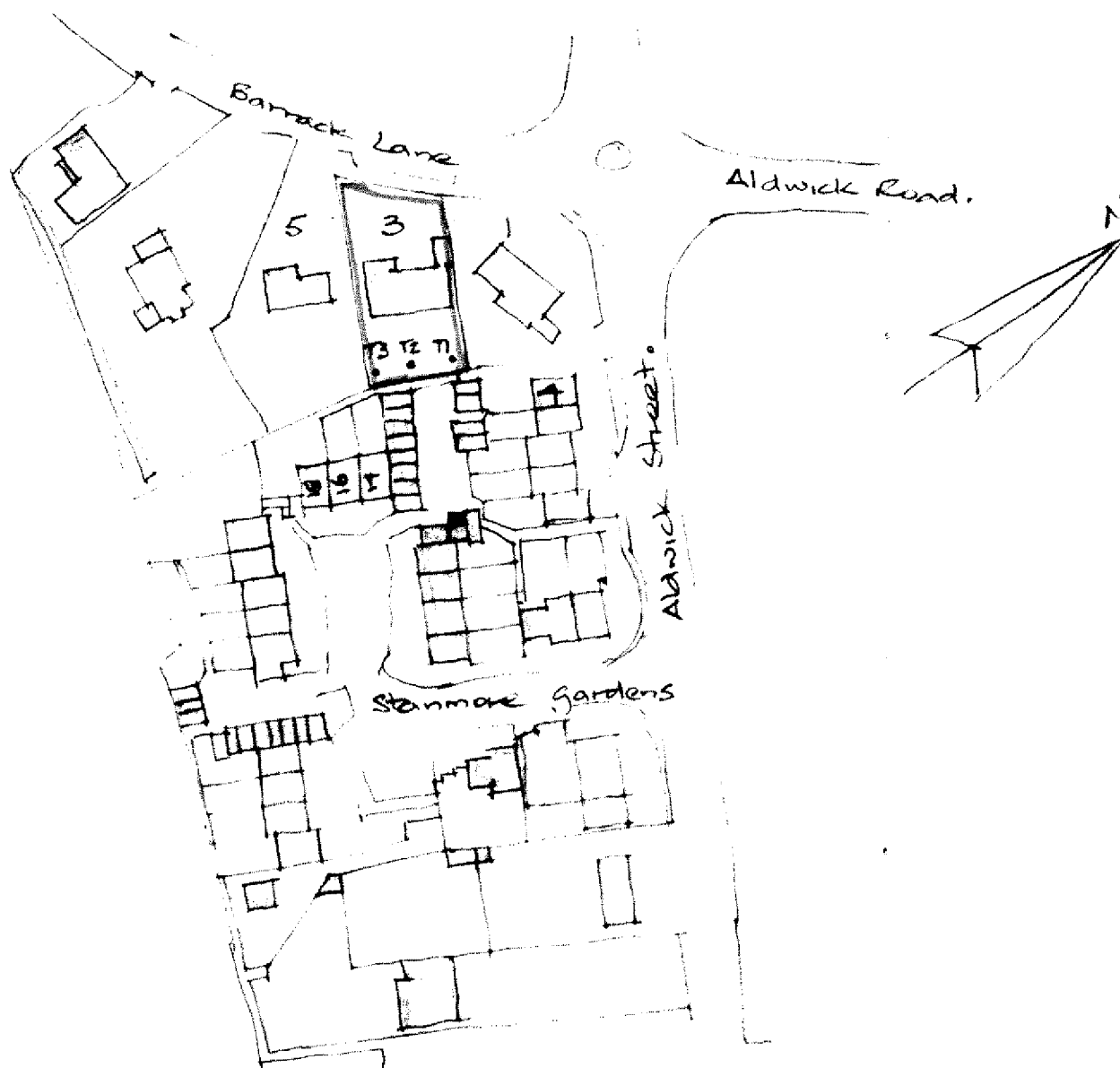
Country code: Mobile number (optional): 

Country code: Fax number (optional): 

Email address (optional):



Electronic communication - If you submit this form by fax or e-mail the LPA may communicate with you in the same manner.
(Please see guidance notes)



TREE SCHEDULE.

No.	Species	Girth	Distance from E. Boundary to trunk	Distance from N. Boundary to E.	Distance from S. Boundary to E.
T1.	Holm Oak	1.8M	0.85M	0.8M	18.7M
T2	Sycamore	1.55M	1.7M	10.4M	9.1M
T3	Holm Oak	2.3M	1.6M	13.9M	5.6M.

LOCATION PLAN.

3, BARRACK LANE, ALDWICK, W. SUSSEX

4-6-2021.

PO21 4BY.

COPY

Holly Cottage,
3 Barrack Lane,
Aldwick,
Bognor Regis.

26th May 2021

Said 20th May.

Dear Mr Ketley,

We would be very grateful if you would lower the height and remove any precarious branches from the Sycamore and Holm Oak trees which are located against the boundary fence between your rear garden and the garage complex at Stanmore Gardens.

During the high winds last week several branches were broken off including a very large one which just missed our vehicles. Apart from the possible damage this would have caused to the stationary vehicles, it has now created an unsafe environment for the users of the garage complex.

We have enclosed a picture of the very large fallen branch and returned it to your property, the smaller ones we cleared up and removed. This is not the first time this has happened, and we would ask you to remedy the situation with some urgency.

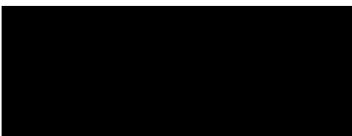
We understood that you applied for planning permission to lower the height about 2 years ago, but permission was refused. A recommendation was made that you reapply within 18 months to 2 years and we understood that you were going to do that.

Permission was granted to us to remove the excessive overhang from both of these trees last year, which we carried out and paid for. Had we not done this the amount of debris from the tree would be much greater. We also suffered extreme amounts of bird excrement which was having a corrosive impact on the parked vehicles and which was becoming a health hazard.

There are branches currently broken and caught within the sycamore tree waiting to fall in the next winds and these need to be removed urgently.

We look forward to your response.

Yours sincerely,


Mr N Prosser no. 14 Stanmore Gardens


Mr K Batey no. 16 Stanmore Gardens

