

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

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.

You must use this form if you are applying for work to trees protected by a tree preservation order (TPO). (You may also use it to give notice of works to trees in a conservation area).

It is important that you read the accompanying guidance notes before filling in the form. Without the correct information, your application / notice cannot proceed.

1. Applicant 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:

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 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.

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.

Continued on a separate sheet attached

9. Authority Employee / Member

With respect to the Authority, I am:

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

Do any of these statements apply to you?

☐ Yes

☒ No

If Yes, please provide details of the name, relationship and role

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)

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For all trees

(see Question 7)

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

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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?

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Signature for tree work as described in this form and the accompanying plans and additional information.

Or signed - Agent:

Signature must not be before the date of hand-delivery of the form)

12. Applicant Contact Details

Telephone numbers

Country

Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

13. Agent Contact Details

Telephone numbers

Country code:

National number:

Extension 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)

1022-

ARUN DISTRICT COUNCIL TECHNICAL SUPPORT
13 OCT 2011
ACTION... (of 5)

Planning Services Department
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF

Many thanks for your help and guidance on talking me through down-loading the forms for making a paper application for work to trees in a conservation area including the guidance notes especially as I am not computer literate.

I have completed the form which I now enclose for your vetting as agreed.

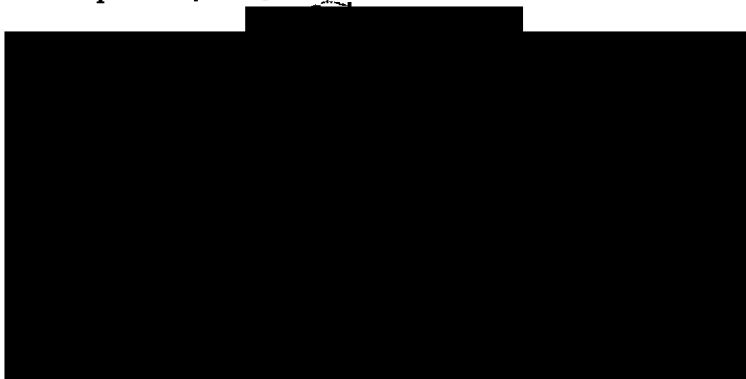
In Question 5 I have put a tick against NO as I understood from our telephone conversation that the Notice pinned on tree on 20 September 2011 was posted prematurely which is why I had not received formal notification and could not find details of TPO/AW/247 /10 with the same date on your website. I see the Notice has been removed.

I have enclosed a separate sheet in answer to Question 7 together with two photographs to show the height of the sycamores we would like to reduce in size to provide more light to our garden and those of our neighbours.

In Question 8 I have followed the guide relating to sketch plan to identify the trees. However as trees were allowed to grow to replace those destroyed by the hurricane of 1987 they have all grown at the same rate. As you will see they are mainly sycamores which are self seeded and prolific and generally regarded as tree weeds. They were deliberately chosen to replace the trees that were lost in hurricane even though it was recognised that they would require regular crown reduction and thinning.

All these trees have grown rapidly during 2011.

I trust I have provided all the information you require but please let me know if you require anything further.



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

Location 1. Boundary with Number 3 Kingsway

Crown reduction of one third as advised by tree surgeon 9 Sycamore, 3 Silver Birch and 1 Norway Maple Trees to provide light to house and garden of Number 3. Height of trees 18 metres therefore one third is 6 metres.

Photograph enclosed

Remove lower branches of sycamores which are resting on detached garage roof in garden of Number 3 and causing damage to property.

Location 2 Reduce crowns of 6 sycamores south of tennis court by one third as advised by tree surgeon to provide more light to tennis court. Height of trees 18 metres therefore one third is 6 metres.

Thin crown to reduce density to provide more light to tennis court playing and garden.

Photograph enclosed.

Thin and trim back lower branches which are overlapping the wire surrounding the tennis court to provide more light for the playing area.

Location 3. Reduce and thin crowns of a further 8 sycamore trees on the boundary between the tennis court and 3 Kingsway to provide more light to the vegetable garden at number 3 Kingsway and the tennis court.

Height of trees 18 metres therefore one third is 6 metres.

Location 4. Reduce and thin crowns sycamore and horse chestnut trees on the boundary between the tennis court and 9 Kingsway by one third to provide more light to the gardens and the tennis court. Height of trees 18 metres therefore one third is 6 metres.

Location 5. Reduce and thin crowns of sycamore and horse chestnut trees north of the tennis court and on the boundary of the garden of 5 Seacourt Close. Height of trees 18 metres therefore one third is 6 metres.

The purpose is to provide more light into the garden of 5 Seacourt Close and the tennis court.