

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

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.

AW/SS/10/T

1. Applicant Name and Address

Title:		First name:	
Last name:			
Company (optional):	CRAGWELL MANOR FLATS RES ASSOC.		
Unit:		House number:	
		House suffix:	
House name:			
Address 1:	CRAGWELL MANOR		
Address 2:	THE DRIVE		
Address 3:	AUDWICK		
Town:	BOGNOR REGIS		
County:	WEST SUSSEX		
Country:			
Postcode:	PO21 4AP		

2. Agent Name and Address

Title:	MR	First name:	DARREN
Last name:	DALTON		
Company (optional):	HOBDENS PROPERTY MANAGEMENT LTD		
Unit:		House number:	
		House suffix:	
House name:			
Address 1:	41A BEACH ROAD		
Address 2:			
Address 3:			
Town:	LITTLEHAMPTON		
County:	WEST SUSSEX		
Country:			
Postcode:	BN17 5JA		

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):					

Description:



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:			

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

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

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

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

WE ARE ADVISED THAT A BLANKET
TPO, DATING BACK TO 1958 COVERS
THE ALDWICK AREA.

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.

PLEASE REFER TO THE ATTACHED FROM JOHN BENTLEY OF ARUN TREE COMPANY.

- TO LIGHTLY CROWN LIFT 2 EVERGREEN OAK TREES TO THE SOUTH OF THE BUILDINGS AND PRUNE BACK THE EASTERLY GROWTH.

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

- TO FELL 1 EVERGREEN OAK WHICH IS STRUCTURALLY WEAK AND DYING.

AS PART OF A PREVIOUS APPLICATION (AW/187/08/T) IT WAS AGREED THAT RE-PLANTING WOULD TAKE PLACE TO REPLACE A DEAD TREE. IN FACT, TWO TREES WERE PLANTED AT THE TIME, AS MARKED ON THE PLAN.

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.

SEE ATTACHED DETAILS AND PLAN FROM ARUN TREE COMPANY.

9. 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 8)

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?



10. Declaration - Trees

I/we hereby apply for consent/give notice for tree work as described in the attached plans and additional information.

Signed - Applicant:

Date (DD/MM/YYYY):

01/03/2010

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

11. Applicant Contact Details

Telephone numbers

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

12. Agent Contact Details

Telephone numbers

Extension number:

Electronic communication - If you submit this form by fax or e-mail

(Please see guidance notes)

αβχδ VALIDATION CHECKLIST

APPLICATION FOR TREE WORKS: WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER (TPO) OR NOTIFICATION OF PROPOSED WORKS TO TREES IN CONSERVATION AREAS (CA)

Three copies of all documents unless stated otherwise or submitted electronically. This form must be completed in accordance with the Arun District Council Validation checklist National and Local list of requirements. Failure to complete all boxes will result in your application being returned as invalid.

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	YES	N/A
Completed form	☒	
Location plan clearly showing the location of all tree(s) the subject of the application	☒	
A full and clear specification of the work to be carried out	☒	
Statement of reasons for the proposed work and evidence in support of statement of reasons such as:		
○ report by a tree professional (e.g. arboriculturist or horticultural adviser) if your reasons relate to the health and/or safety of the tree(s)	☒	☐
○ report by an engineer or surveyor, together with one from a tree professional (arboriculturist) if you are alleging subsidence damage	☐	☒



ARUN TREE COMPANY

28 Choller Cottage, Barnham Lane,
Walberton, Arundel BN18 0AX

DISTRICT COUNCIL

No.

AW

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RECEIVED

Dear Darren

I enclose the recommendations for the tree works at Craigweil Manor.

T1 Two Evergreen Oak trees situated south of the Main Buildings

Lightly crown lift and prune back the easterly growth to retain as much of a balance as is possible due to south westerly winds.

Reason for works — general maintenance

T2- Evergreen Oak at the back of the East border.

Fell this tree as it is structurally weak and close to dead.

Reasons for work - Safety.

It would be worth mentioning that we have recently planted two Maritime pines in this border to replace old trees.

Many thanks