

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.

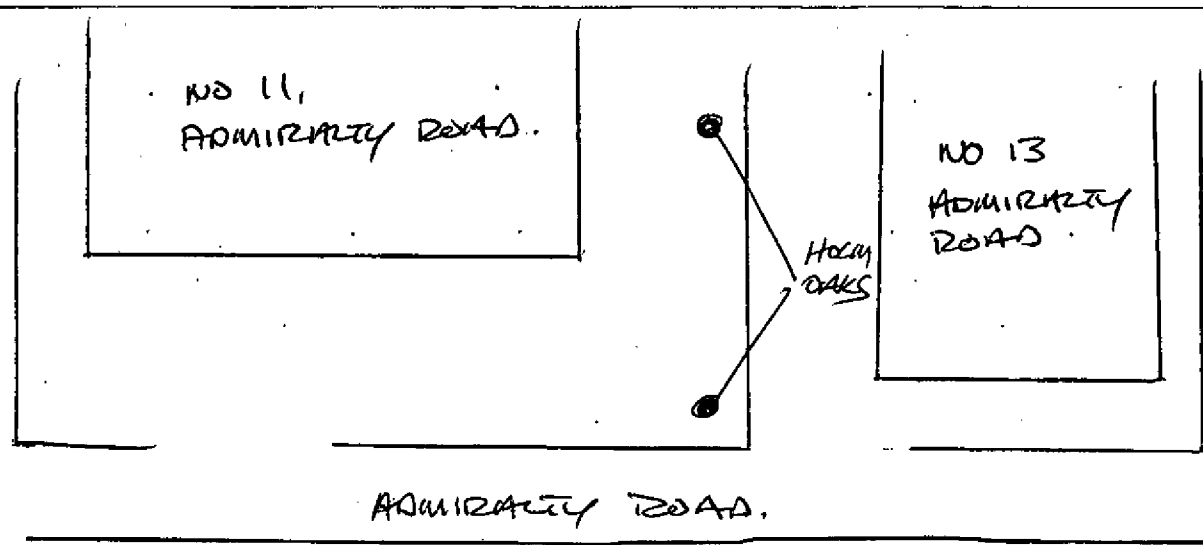
1. Applicant Name and Address

Title:	MRS	First name:	SUSAN
Last name:	LONG		
Company (optional):			
Unit:		House number:	11
		House suffix:	
House name:	SOUTHLAWN		
Address 1:	ADMIRALTY ROAD		
Address 2:			
Address 3:			
Town:	BOGNOR REGIS		
County:	WEST SUSSEX		
Country:			
Postcode:	PO22 7DJ		

2. Agent Name and Address

Title:	MR	First name:	CHRISTOPHER
Last name:	SOWDEN		
Company (optional):			
Unit:		House number:	10
		House suffix:	
House name:			
Address 1:	CHURCH HILL		
Address 2:			
Address 3:			
Town:	SLINDON, HARTING		
County:	WEST SUSSEX		
Country:			
Postcode:	BN18 0RB		

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



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.



VALIDATION CHECKLIST

JC

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

ARUN DISTRICT COUNCIL 10 MAY 2012 ACTION... (of 5)

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.

	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: - o 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) - o report by an engineer or surveyor, together with one from a tree professional (arboriculturist) if you are alleging subsidence damage	☐ ☐	☒ ☒