



ARUN DISTRICT COUNCIL

31 OCT 2012

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~~FP/192/12/TC~~
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Arun Civic Centre
Maltravers Road
Littleshampton
West Sussex BN17 5LP
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www.arun.gov.uk

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

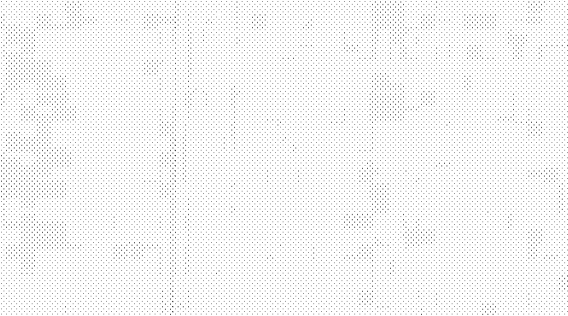
Title: First name:
Last name:
Company (optional):
Unit: House number: House suffix:
House name:
Address 1:
Address 2:
Address 3:
Town:
County:
Country:
Postcode:

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:

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)

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:



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

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)

Telephone numbers	Extension
011-223-1111	1111
011-223-1112	1112
011-223-1113	1113
011-223-1114	1114
011-223-1115	1115
011-223-1116	1116
011-223-1117	1117
011-223-1118	1118
011-223-1119	1119
011-223-1120	1120
011-223-1121	1121
011-223-1122	1122
011-223-1123	1123
011-223-1124	1124
011-223-1125	1125
011-223-1126	1126
011-223-1127	1127
011-223-1128	1128
011-223-1129	1129
011-223-1130	1130
011-223-1131	1131
011-223-1132	1132
011-223-1133	1133
011-223-1134	1134
011-223-1135	1135
011-223-1136	1136
011-223-1137	1137
011-223-1138	1138
011-223-1139	1139
011-223-1140	1140
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011-223-1175	1175
011-223-1176	1176
011-223-1177	1177
011-223-1178	1178
011-223-1179	1179
011-223-1180	1180
011-223-1181	1181
011-223-1182	1182
011-223-1183	1183
011-223-1184	1184
011-223-1185	1185
011-223-1186	1186
011-223-1187	1187
011-223-1188	1188
011-223-1189	1189
011-223-1190	1190
011-223-1191	1191
011-223-1192	1192
011-223-1193	1193
011-223-1194	1194
011-223-1195	1195
011-223-1196	1196
011-223-1197	1197
011-223-1198	1198
011-223-1199	1199

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

[illegible]

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

- T1. bay tree, has become too large for where it's located. It is also invading the high ways.
works to be carried out: to reduce bay tree by 5 metres and prune clear of footpath by 1 metre
- T2. Yew tree is over-hanging high ways by 1.5 metres.
works to be carried out: to prune back to boundary and reduce height by 1.5 metres.
- T3. Magnolia tree is becoming too large.
works to be carried out: 1 metre crown reduction

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:

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

☐ Yes

☒ No

2. **Alleged damage to property** - e.g. subsidence or damage to drains or drives.

If YES, you are required to provide for:

☐ Yes

☒ No

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.

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)

☒ Doc 1.

For all trees

(see Question 7)

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

☒ Doc 2.
☒

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 declare that the information provided in this form and the accompanying plans and additional information.

Or signed - Agent:

☐

☐

Date
(form)

12. Applicant Contact Details

Telephone numbers

13. Agent Contact Details

Telephone numbers