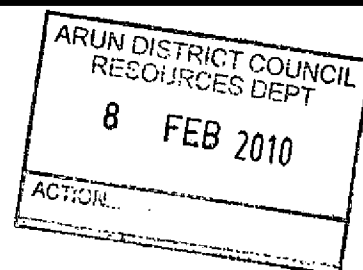


Tel: 01243 583643

12 Grafton Avenue,  
Felpham,  
Bognor Regis,  
West Sussex. PO22 6AR



5<sup>th</sup> February 2010

Tree Protection Department  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex  
BN17 5LF

fp/23/10/T

Dear Sirs,

There are two large yew trees in my garden (see diagram) which overhang five neighbouring gardens. I am applying for consent to prune both these trees so that they no longer overhang the adjacent gardens. I have spoken to the owners of all these houses and they have no objection to this work being done.

No.10 Grafton Avenue

Tree substantially overhangs garden. Owner is concerned about the large amount of yew berries (which are poisonous) being shed into her garden. She has small children visiting.

No.14 Grafton Avenue

Tree branches hanging over a greenhouse. One branch has already been removed as it was touching the greenhouse.

No.9 Courtlands Way

Tree hangs over garden

No.11 Courtlands Way

Tree hangs over into garden and takes the light. Also the boundary wall between our two gardens (for which the owner of No.11 Courtlands Way is responsible) has large cracks because of tree roots

No.15 Courtlands Way (N.B. 13 Courtlands Way does not exist)

Tree overhangs garden

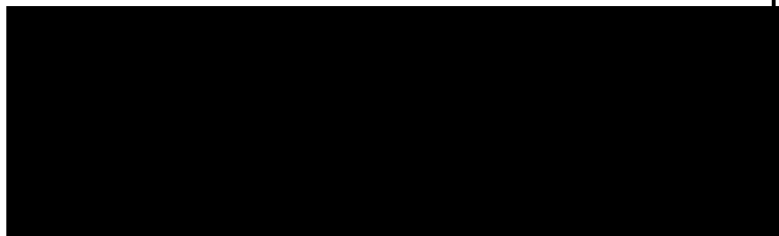
No.12 Grafton Avenue

MY PROPERTY. Trees very tall and overhang a lot of my garden including branches very close to my garden shed roof. Also spread a huge number of berries (which are impossible to sweep up) and concern about my dog.

I would be grateful if you would give me consent to prune all these trees back. Perhaps a member of your staff could come to inspect them. I look forward to hearing from you.

Yours sincerely

(Mrs. E.J. Austin)



|                       |    |             |    |   |
|-----------------------|----|-------------|----|---|
| ARUN DISTRICT COUNCIL |    |             |    |   |
| No.                   | fp | 23          | 10 | T |
| RECEIVED              |    | 11 FEB 2010 |    |   |



|                       |      |
|-----------------------|------|
| ARUN DISTRICT COUNCIL |      |
| NO.                   | DATE |
| RECEIVED              |      |

**ARUN DISTRICT COUNCIL**No. **FP 23 10 T**Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex  
BN17 5LF  
Tel: 01903 737756**www.arun.gov.uk****RECEIVED 11 FEB 2010**

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.

**1. Applicant Name and Address**

Title: **MRS** First name: **E. JENNIFER**  
Last name: **AUSTIN**  
Company (optional):  
Unit: House number: **12** House suffix:  
House name: **12 GRAFTON AVENUE**  
Address 1: **FELPHAM. PO22 6AR**  
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:                | <input type="text"/> | House number: | <input type="text"/> | House suffix: | <input type="text"/> |
| House name:          | <input type="text"/> |               |                      |               |                      |
| Address 1:           | <input type="text"/> |               |                      |               |                      |
| Address 2:           | <input type="text"/> |               |                      |               |                      |
| Address 3:           | <input type="text"/> |               |                      |               |                      |
| Town:                | <input type="text"/> |               |                      |               |                      |
| County:              | <input type="text"/> |               |                      |               |                      |
| Postcode (if known): | <input type="text"/> |               |                      |               |                      |

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:              | <input type="text"/>                         | First name:   | <input type="text"/> |
| Last name:          | <input type="text" value="!...SEE DIAGRAM"/> |               |                      |
| Company (optional): | <input type="text"/>                         |               |                      |
| Unit:               | <input type="text"/>                         | House number: | <input type="text"/> |
| House name:         | <input type="text"/>                         |               |                      |
| Address 1:          | <input type="text"/>                         |               |                      |
| Address 2:          | <input type="text"/>                         |               |                      |
| Address 3:          | <input type="text"/>                         |               |                      |
| Town:               | <input type="text"/>                         |               |                      |
| County:             | <input type="text"/>                         |               |                      |
| Country:            | <input type="text"/>                         |               |                      |
| Postcode:           | <input type="text"/>                         |               |                      |

Telephone numbers

|                      |                           |                      |
|----------------------|---------------------------|----------------------|
| Country code:        | National number:          | Extension number:    |
| <input type="text"/> | <input type="text"/>      | <input type="text"/> |
| Country code:        | Mobile number (optional): |                      |
| <input type="text"/> | <input type="text"/>      |                      |
| Country code:        | Fax number (optional):    |                      |
| <input type="text"/> | <input type="text"/>      |                      |

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.

REF: FP/23/10/T

DESC: Application for tree works to two no. Yew Trees.

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

SEE LETTER  
AND DIAGRAM

## 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.

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.

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

(see Question 7)

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

(see Question 8)

- 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?

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

signed - Agent:

Date (DD/MM/YYYY):

5 Feb 2010

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

### Telephone numbers

### Extension

Country code: Fax number (optional):

Email address (optional):

### Telephone numbers

### Extension

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)