



R/190/12/T

Arun Civic Centre
Mattravers Road
Littlehampton
West Sussex BN17 5LP
Tel: 01903 737756
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	2. Agent Name and Address
Title: MR First name: REITH	Title: First name:
Last name: CLARKE (CO SECRETARY)	Last name:
Company (optional): KNIGHTSCROFT HOUSE LTD	Company (optional):
Unit: House number: House suffix:	Unit: House number: House suffix:
House name: KNIGHTSCROFT HOUSE	House name:
Address 1: SEA LANE	Address 1:
Address 2: RUSTINGTON	Address 2:
Address 3:	Address 3:
Town:	Town:
County: WEST SUSSEX	County:
Country: UK	Country:
Postcode: BN16 2RT	Postcode:

3. Trees Location **YES**

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 suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone numbers: Extension number:

Country code: National number:

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.

TPO No. 1/1974A
Tree Number T8; T15

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) - felled because of excessive shading and low amenity value. Replant with 1 standard ash in the same place.

T8 SYCAMORE - PERMISSION TO FELL. THIS SELF SEEDING TREE IS GROWING 0.45 metres from T7 RESULTING IN INHIBITED GROWTH ON BOTH

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

T8 Sycamore Cont... Consequently, the growth of up to 60 years is now endangering both and T8 is potentially a life threatening danger to Bunglows No 5 Highcroft from BN16 2KT. No suggestion to replace, which would also replace the potential danger.

T15 SYCAMORE: AT A POINT ABOVE GROUND OF 3.25 metres a "V" fork has developed to a height of 19.6 metres. The tree base is 8 metres from Bunglows 9 & 10 but the branches continually bent over by the SW winds are within 1-6 metres of them. Permission is requested to fell the left fork (when facing KH) closest to the Bunglows to radically reduce the potential danger to Bunglows 9 & 10 and the residents therein from either the fork splitting or tree falling when caught "in leaf" by SW gales.

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) ☒

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 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/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

10/10/2012

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

12. Applicant Contact Details

Telephone numbers

Country code: National number:

Extension number:

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):

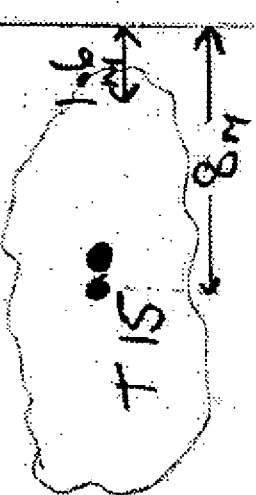
Electronic communication - if you submit this form by fax or e-mail the LPA may communicate with you in the same manner.

(Please see guidance notes)

PARKWAY CLOSE

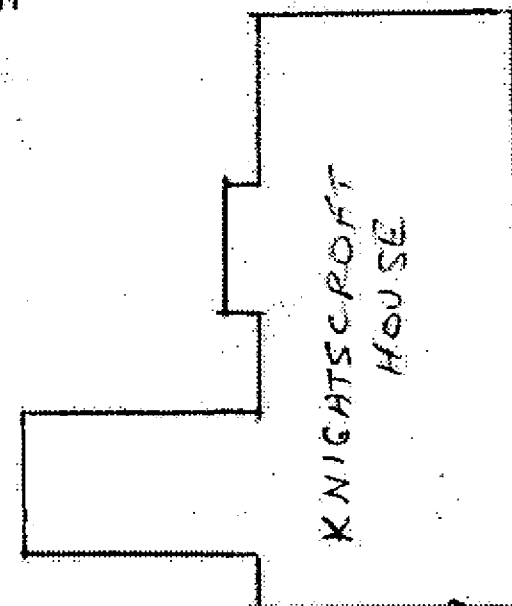
PERIMETER WALL 3.03 METERS H.

11
GARAGE
COMPOUND



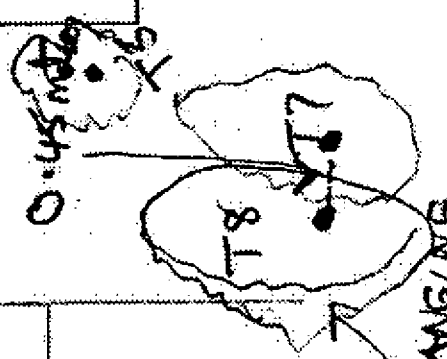
NORTH

10
BUNGALOWS



DRIVEWAY

SEA LANE
SEA LANE



OVERHANGING

BUNGALOWS

8

7

6

5

R/190/12/T.

Knightscroft House Limited

Knightscroft House Rustington BN16 2RT

ARUN DIST
26.9.12
F

The Planning Dept
Arun District Council
Maltravers Rd
Littlehampton
BN17 5LF
25.9.12

Dear Sirs

Subject: **Knightscroft House – Making Trees Safe**

Further to my telephone conversation this morning with Ian Brewster I enclose the ADC Plan of Trees with a preservation order in the grounds of Knightscroft House drawn up by B H Saunders and provided by Brian Bannister in November 2007. I also enclose a copy of a larger scale diagram of those trees provided by him at the same time.

Trees marked T.7, T.8 and T.15 have thrived in the past summer's wet weather and put on c.10' in height rising to between 50' and 60' as estimated by us "Lilliputians" gazing up in awe and with concern as in full leaf they sway in the early arrival of the Autumn Gales.

Knightscroft House Ltd owns the land surrounding this listed building and maintains it as communal gardens for the enjoyment and safety of the residents of the surrounding 11 housing units.

Against the above background and in the interests of the safety of the residents concerned, we are requesting permission to crop the upper branches of T7, T8 and T15 using the services and advice of Tree Surgeon John Taverner.

These trees have grown unabated for nearly 30 years and we feel something in the order of a 25% trimming of the upper branches reducing the height to around 45' would maintain their grandeur whilst reducing the Autumnal stress from seemingly ever increasing high winds sweeping off the sea from the south west, whilst they are still in full leaf.

We in no way wish to circumnavigate or hasten the due processes for such permission within the Arun District Council Planning Department. However, the combination of a wet summer and the early onset of strong Autumnal winds, has resulted in a feeling that the above actions should be taken as soon as possible.

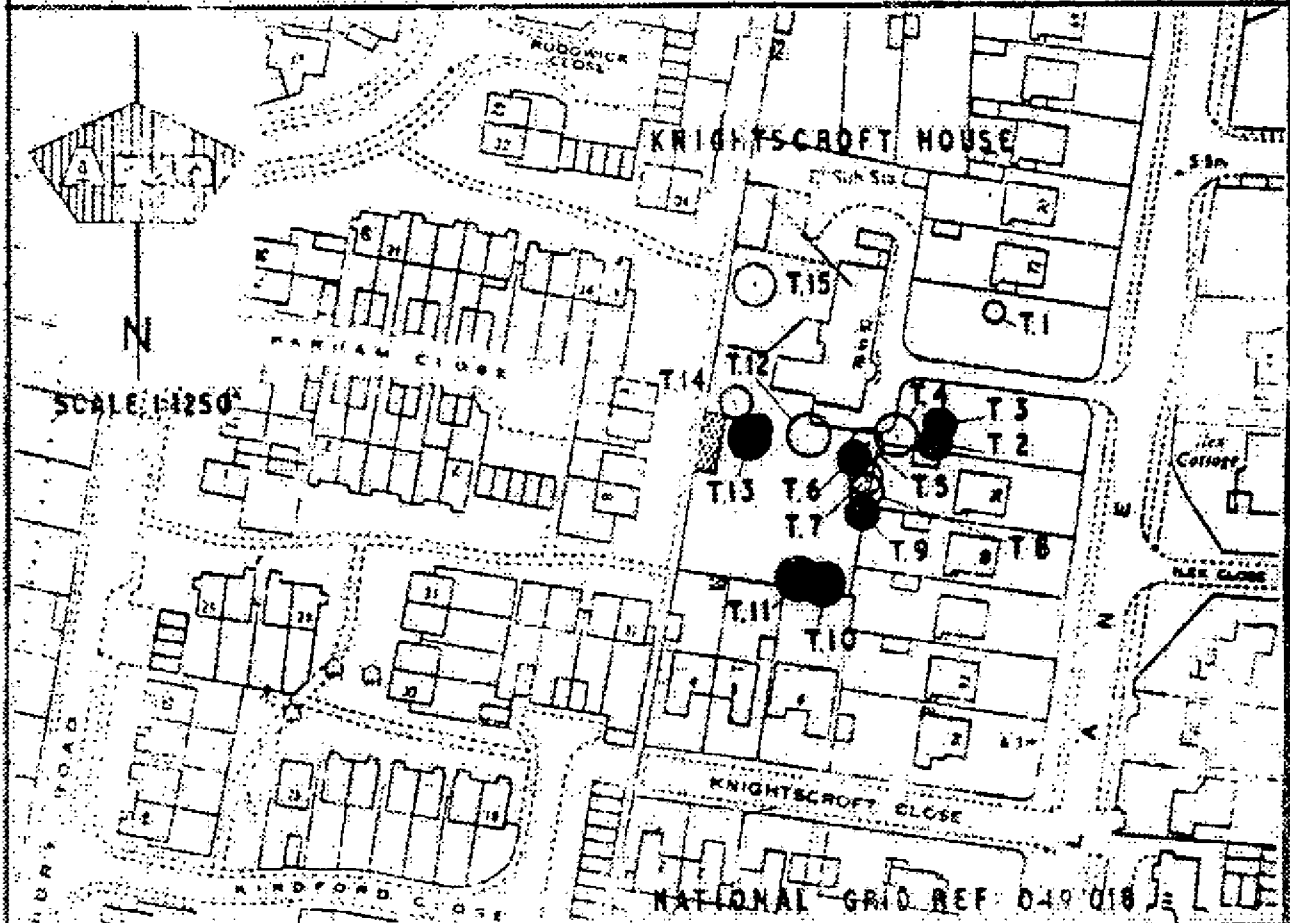
We therefore ask you to consider examining our request as soon as is convenient to yourselves.

Yours faithfully,



ARUN DISTRICT COUNCIL

TREES WITHIN THE GROUNDS OF KNIGHTSCROFT HOUSE,
SEA LANE, BOSTINGTON. TREE PRESERVATION ORDER No.1/1976/A



TREES IDENTIFIED INDIVIDUALLY

Trees removed: 29.9.91
Updated 12/4/90

No.	Description	Estimated Height	Estimated Spread	Notes
T. 1	Spruce	18'	3'	
T. 2	Spruce	15'	3'	
T. 3	Spruce	15'	3'	
T. 4	Poplar	55'	15'	
T. 5	Corn	28'	10'	
T. 6	Corn	28'	10'	
T. 7	Sycamore	33'	10'	
T. 8	Sycamore	33'	10'	
T. 9	Sycamore	33'	10'	
T. 10	Oak	24'	10'	
T. 11	Oak	24'	10'	
T. 12	Flowering Cherry	23'	10'	
T. 13	Oak	24'	10'	
T. 14	Willow	42'	27'	
T. 15	Sycamore	38'	15'	

B.H. SAUNDERS M.R.T.P. PLANNING OFFICER,
ARUN DISTRICT COUNCIL, COUNCIL OFFICES, LITTLE HAMPTON