If you would rather make this application online, you can do so on our website: https://www.planningportal.co.uk/apply



# 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

### **Privacy Notice**

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

### Local Planning Authority details:

### Publication of applications on planning authority websites

# Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

1. Applic	ant Name and Address	2. Agent Name and Address	
Title:	First name:	Title: First name:	
Last name:		Last name:	
Company (optional):		Company (optional):	
Unit:	House House suffix:	Unit: House House sufficient sufficient House	
House name:		House name:	
Address 1:		Address 1:	
Address 2:		Address 2:	
Address 3:		Address 3:	
Town:		Town:	
County:		County:	
Country:		Country:	
Postcode:		Postcode:	

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3. Trees Location	4. Trees Ownership
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)	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)
Unit: House   number: suffix:   House suffix: 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:	Title: First name:   Last name: Company   Company House   Unit: House   number: Suffix:   House House   name: Address 1:   Address 1: Address 3:   Town: Country:   Country: Postcode:   Telephone numbers Extension   Country code: National number:   Country code: Mobile number (optional):   Country code: Fax number (optional):   Email address (optional): Email address (optional):
5. What Are You Applying For?	6. Tree Preservation Order Details
Are you seeking consent for works to tree(s) Yes No subject to a TPO?	If you know which TPO protects the tree(s), enter its title or number below.
Are you wishing to carry out works to tree(s) Yes No in a conservation area?	

## 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.* 

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7. Identification Of Tree(s) And Description Of Works continued		
8. Trees - Additional Information		
Additional information may be attached to electronic communications or provided separate	ely in paper fo	ormat.
For all trees A sketch plan clearly showing the position of trees listed in Question 7 must be provided when app by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation 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 follow	vina If so, vou	r application
must be accompanied by the necessary evidence to support your proposals. (See guidance notes		
<ol> <li>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.</li> </ol>	Yes	☐ No
<ol> <li>Alleged damage to property - e.g. subsidence or damage to drains or drives. If YES, you are required to provide for:</li> </ol>	Yes	No No
<i>Subsidence</i> A report by an engineer or surveyor, to include a description of damage, vegetatior and repair proposals. Also a report from an arboriculturist to support the tree work	0	data, soil, roots
Other structural damage (e.g. drains, walls and hard surfaces) Written technical evidence from an appropriate expert, including description of dar Desuments and place (for any tree)	mage and pos	ssible solutions.
<b>Documents and plans (for any tree)</b> 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, photograp If they are being provided separately from this form, please detail how they are being submitted.		port of your application.
9. Authority Employee / Member		
It is an important principle of decision-making that the process is open and transparent. For the pur means related, by birth or otherwise, closely enough that a fair-minded and informed observer, hav		
conclude that there was bias on the part of the decision-maker in the local planning authority.	C	
(a) a mem (b) an elec (c) related	bect to the auth nber of staff cted member d to a member d to an elected	r of staff
If Yes, please provide details of their name, role and how you are related to them.		

## 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

<ul> <li>A sketch plan showing the location of all trees (see Question 8)</li> </ul>	
For all trees (see Question 7)	
<ul> <li>Clear identification of the trees concerned</li> </ul>	
<ul> <li>A full and clear specification of the works to be carried out</li> </ul>	
For works to trees protected by a TPO (see Question 7)	
Have you:	
<ul> <li>stated reasons for the proposed works?</li> </ul>	
<ul> <li>provided evidence in support of the stated reasons? in particular:</li> <li>if your reasons relate to the condition of the tree(s) - written evidence from an appropriate expert</li> </ul>	
<ul> <li>if you are alleging subsidence damage - a report by an appropriate engineer or surveyor and one from an arboriculturist.</li> </ul>	
<ul> <li>in respect of other structural damage - written technical evidence</li> </ul>	
• included all other information listed in Question 8?	

### 11. Declaration - Trees

I/we hereby apply for planning permission/consent as described in th information. I/we confirm that, to the best of my/our knowledge, any genuine opinions of the person(s) giving them.	
Signed - Applicant:	Or signed - Agent:

Date (DD/MM/YYYY):

(This date must not be before the date of sending or hand-delivery of the form)				
12. Applicar	nt Contact Details		13. Agent Contact Details	
Telephone num Country code:	nbers National number:	Extension number:	Telephone numbers       Extension         Country code:       National number:         Image: Stress of the str	
Country code:	Mobile number (optional):		Country code: Mobile number (optional):	
Country code:	Fax number (optional):		Country code: Fax number (optional):	
Email address (	optional):		Email address (optional):	