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

PLANNING PORTAL

# 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

**ivacy Notice**

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

ase 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 osequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in reement with the declaration section.

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

**cal Planning Authority details:**

**Planning Services, Adur & Worthing Councils**

Portland House,
44 Richmond Road,
Worthing,
West Sussex,
BN11 1HS

Tel : 01903 221065
websites : www.adur.gov.uk or www.worthing.gov.uk
e-mail : planning@adur-worthing.gov.uk

Adur & Worthing councils

**blication of applications on planning authority websites**

**ormation provided on this form and in supporting documents may be published on the authority's planning register and bsite.**

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

rinted, please complete using block capitals and black ink.

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

### Applicant Name and Address

tle: MR
First name: DIXON
st name: AU
mpany ptional): WORTHING HOSPITAL (NHS TRUST)
nit:
House number:
House suffix:
ouse me: WORTHING HOSPITAL (NHS TRUST. GRIFFEN HOUSE)
ddress 1: 21 FINNCOMBE ROAD.
ddress 2:
ddress 3:
own: WORTHING
ounty: WEST SUSSEX
ountry: UK
Postcode: BN 11 2BW

### 2. Agent Name and Address

Title: MR
First name: JOEL
Last name: WILDE.
Company (optional): AGS ONE.
Unit: D.
House number:
House suffix:
House name: PROSPECT HOUSE
Address 1: THE HYDE BUSINESS PARK
Address 2:
Address 3:
Town: BRIGHTON & HOVE.
County: SUSSEX
Country: UK.
Postcode: BN2 4JE

## Trees Location

ll trees stand at the address shown in Question 1, go to Question
Otherwise, please provide the full address/location of the site
here the tree(s) stand (including full postcode where available)

nit: | House number: | House suffix:

ouse me: WORTHING HOSPITAL (NHS) GRIFFEN HOUSE.

ddress 1: 21 FARNCOMBE ROAD.

ddress 2:

ddress 3:

wn: WORTHING

unty: WEST SUSSEX.

stcode known): BN11 2BW

he location is unclear or there is not a full postal address, either
scribe as clearly as possible where it is (for example, 'Land to the
r of 12 to 18 High Street' or 'Woodland adjoining Elm Road') or
ovide an Ordnance Survey grid reference:

escription:

THERE ARE THREE LOMBARDY POPLARS NEXT TO T1 ON TPO 16 OF 1985 UNDER CONSERVATION AREA TO THE REAR IN CAR PARK OF GRIFFEN HOUSE. THAT RESIDENCE WHAT TAKEN BACK FROM THE GARDEN.

## 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: MR | First name: DAVID

Last name: ALI (PROPERTY/SERVICE MANAGER).

Company (optional): WORTHING HOSPITAL. (NHS TRUST).

Unit: | House number: | House suffix:

House name: GRIFFEN HOUSE.

Address 1: 21 FARNCOMBE RD.

Address 2:

Address 3:

Town: WORTHING.

County: WEST SUSSEX.

Country: UK.

Postcode: BN11 2BW.

Telephone numbers

Country code: 01273 | National number: 696955 | Extension number: 6409.

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

## What Are You Applying For?

re you seeking consent for works to tree(s) bject to a TPO? ☐ Yes ☐ No

re you wishing to carry out works to tree(s) 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.

NOT SURE. ON CONSERVATION AREA NUMBER:

## Identification Of Tree(s) And Description Of Works

ease 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 cessary. You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work. Where trees are otected by a TPO, please number them as shown in the First Schedule to the TPO where this is available. Use the same numbers on ur sketch plan (see guidance notes).

ease provide the following information below : tree species (and the number used on the sketch plan) and description of works. Where ees are protected by a TPO you must also provide reasons for the work and, where trees are being felled, please give your proposals for anting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

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

WE WISH TO CARRY OUT WORKS ON THREE LOMBARDY POPLARS AT 21 FARNCOMBE RD. NEXT TO HORSECHESTNUT TREE T1 ON TPO16 OF 1985. THE THREE TREES ARE ON THE FENCE LINE OF CARPARK AT REAR OF GRIFFEN HOUSE THAT WOULD REQUIRE REDUCE IN RADIAL SPREAD & REDUCTION IN CROWN HEIGHT AND POSSIBLE CROWN LIFT OF UP TO 2METERS ALL ROUND WE ARE HAPPY TO MEET

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

ON SITE WITH TREE OFFICER TO DISCUSS WORK AND HAVE ATTACHED PHOTOS OF PROPOSED TREES. THE WORKS HAVE COME ABOUT DUE TO RESIDENT ASKING FOR TREES IN CAR PARK TO BE TAKEN BACK FROM FENCELINE TO PREVENT LEAF & FOLIAGE COMING INTO THEIR GARDEN.

## 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.

**ocuments and plans (for any tree)**

re you providing separate information (e.g. an additional schedule of work for Question 7)? ☐ Yes ☑ No

f YES, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application. f they are being provided separately from this form, please detail how they are being submitted.

## . Authority Employee / Member

is an important principle of decision-making that the process is open and transparent. For the purposes of this question, "relating to" eans related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would onclude that there was bias on the part of the decision-maker in the local planning authority.

o any of the following statements apply to you and/or agent? ☐ Yes ☑ No

With respect to the authority, I am:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

Yes, please provide details of their name, role and how you are related to them.

## 0. 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? ☐

## 1. 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: [redacted]

Date (DD/MM/YYYY):

07/05/2025

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

## 2. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional): [redacted]

Email address (optional): [redacted]

## 13. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

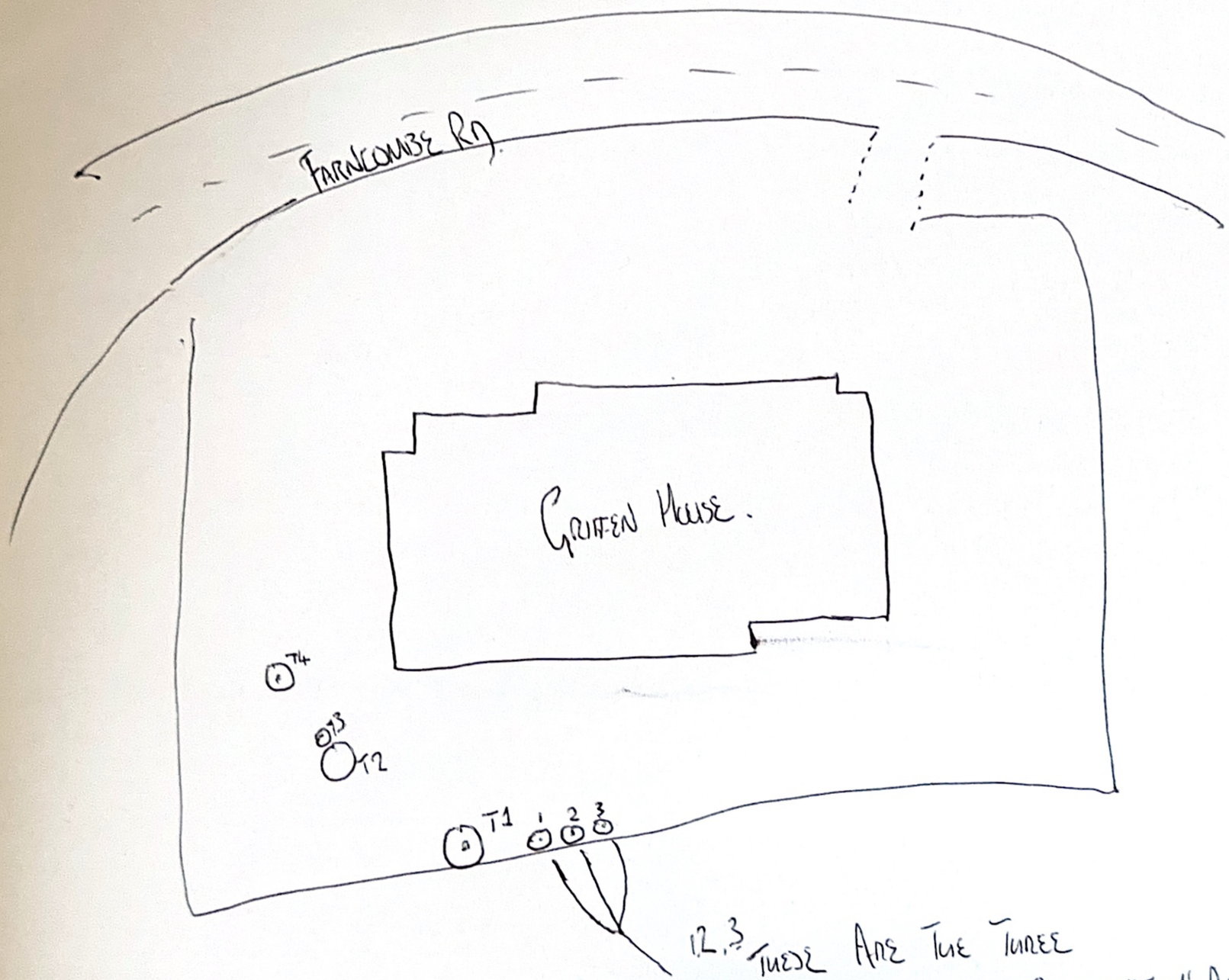
Country code: Mobile number (optional): [redacted]

Country code: Fax number (optional):

Email address (optional): [redacted]

SKETCH DRAWING FOR. AWDM/0565/25

LOMBARDY POPLARS. CONSERVATION AREA.




1,2,3 THESE ARE THE THREE LOMBARDYS UNDER CONSERVATION AREA T1 - T4 ARE ON TPO 16 OF 1985 BUT LOMBARDYS ARE RIGHT NEXT TO T1 (PHOTOS ATTACHED).