Planning Services, Adur & Worthing Councils

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Application for tree surgery to trees subject to a tree preservation order (TPO): TPO/ADUR/[illegible]

and/or notification of proposed work 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/applyonline

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 black ink.

You must use this form if you are applying for works 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 correct information, your application cannot be processed.

1. Applicant Name and Address

Title: Mrs | First name: Deborah

Last name: Evans

Company (optional): Dukes Nursery Ltd

Unit: | House number: | House suffix:

House name:

Address 1: Dukes Nursery, Upper Boxgrove

Address 2:

Address 3:

Town: Chichester

County: West Sussex

Postcode: PO18 0EX

2. Agent Name and Address

Title: Mr | First name: Peter

Last name: Stone

Company (optional): Peter Stone Arboricultural Consultancy

Unit: | House number: 27 | House suffix:

House name:

Address 1: 27 Lyndhurst Road

Address 2:

Address 3:

Town: Worthing

County: West Sussex

Postcode: BN11 2DB

Daytime telephone number: 01903 239810

Mobile number (optional): 07831 [illegible]

Fax number (optional):

Email address (optional): peter@peterstoneconsultancy.co.uk

3. Trees Location

If all trees stand at the address shown in Question 1, go to Question 5.

Otherwise, please provide the full address of the site where the tree(s) stand (including full postcode where available).

Unit: | House number: | House suffix:

House name:

Address 1: Dukes Nursery

Address 2:

Address 3:

Town: Chichester

County:

Postcode: PO18 0EX

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:

Trees to the rear of Dukes Nursery on the south side of Upper Boxgrove

4. Trees Ownership

Is the applicant the owner of the tree(s): Yes ☐ No ☐

If 'No', please provide the address of the owner, if different from the trees location (if known and if different from the applicant's address):

Title: | First name:

Last name:

Company (optional):

Unit: | House number: | House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode:

Telephone numbers

Country code: | Number: | Extension number:

Mobile number (optional):

Fax number (optional):

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 carrying out work 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 description of the work you want to carry out. Continue on a separate sheet if necessary. You might find it useful to contact an arboricultural consultant (see overleaf) for help with identifying trees and describing works. Where trees are protected by a TPO, please quote the relevant reference number as shown on the Plan.

Your sketch plan (see guidance notes): trees specified (and their reference numbers) must be shown on the sketch plan, and description of works. Where trees are protected by a TPO you must also provide photographic evidence for the work and, where trees are dying, please give your proposals for replacement planting (including species, position, size) and maintenance for 5 years.

Description of Works: Fell 4 no. Monterey Pine trees as shown on the attached sketch plan.

Reason for Works: Trees are causing shading to the rear garden of 27 Lyndhurst Road, Worthing. Trees are also causing damage to the boundary wall.

Signature: Peter Stone | Date: 11/11/15

FOR OFFICE USE ONLY

PLAN NUMBER: AWDM/1452/15

DATE VALID: 11/11/15

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9. Authority Employee / Member

With respect to the Authority, I am:

(a) a member of staff (c) related to a member of staff

(b) employed to an elected member

Do any of these statements apply to you?

If Yes, please provide details of the name, relationship and role

10. Application For Tree Works - Checklist

Only one copy of the application form has been completed and that all relevant information is submitted. Please note that failure to make sure that this form has been correctly and completed 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 paragraph 11 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.
- 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:

Date (DD/MM/YYYY):

Or signed - Agent:

12. Applicant Contact Details

Telephone numbers

Country code: Mobile number (optional):

Email address (optional):

Fax number (optional):

13. Agent Contact Details

Telephone numbers

Country code: National number:

Extension number:

Mobile number (optional):

Email address (optional):

Fax number (optional):

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

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

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 a description of damage, vegetation, monitoring data, soil, roots and report by an employee or surveyor to include a description of damage and possible work proposals. A report from an arboriculturist to support the tree work proposals.

   Other structural evidence (e.g. drains, walls and hard surfaces) including description of damage and possible solutions.

Documents and plans (for any trees)

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, photographs etc in support of your application.

If they are being provided separately from this form, please detail how they are being submitted: