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

UR & WORTHING
- 4 DEC 2015
PLANNING SERVICES

Adur & Worthing councils

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

ublication of applications on planning authority websites

ease note that the information provided on this application form and in supporting documents may be published on the uthority's website. If you require any further clarification, please contact the Authority's planning department.

ease complete using block capitals and black ink.
ou 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 otice of works to trees in a conservation area).
s important that you read the accompanying guidance notes before filling in the form. Without the correct information, your application otice cannot proceed.

. Applicant Name and Address

itle:	Mr
First name:	
ast name:	HALLS
ompany optional):	GRAVES + JENKINS
nit:	
House number:	
House suffix:	
ouse ame:	HALLS@GRAVESJENKINS.COM
ddress 1:	
ddress 2:	
ddress 3:	
own:	
ounty:	
ountry:	
stcode:	

2. Agent Name and Address

Title:	
First name:	
Last name:	
Company (optional):	
Unit:	
House suffix:	
House name:	
Address 1:	
Address 2:	
Address 3:	
Town:	
County:	
Country:	
Postcode:	

SUSSEX TREE SURGEONS
THE COMPLETE GARDEN SERVICE
Erringham Farm, Mill Hill, Shoreham, West Sussex BN43 5FA
Tel: 01273 446441 Fax: 01273 446442
Tel: 01825 791215 Mobile: 07860 846480
www.sussextreesurgeons.org

ADUR & WORTHING
PLANNING SERVICES
PLAN AWDM/1765/15
DATE VALID - 4 DEC 2015

Trees Location

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

it: | House number: | House suffix:

use me: SWANBOROUGH COURT

dress 1: NEW ROAD

dress 2: SHOREHAM

dress 3: WEST SUSSEX

wn:

unty:

stcode known):

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

scription:

LANCE LEANING CONIFER TO RIGHT HAND SIDE OF CAR PARK ENTRANCE

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: NOT KNOWN

Address 3:

Town: WE ARE WORKING FOR

County: THE MANAGING

Country: AGENT

Postcode:

Telephone numbers

Country code: | National number: | Extension number:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

What Are You Applying For?

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

you wishing to carry out works to tree(s) conservation area? ☑ Yes ☐ No

6. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or numbe below.

CONSERVATION AREA

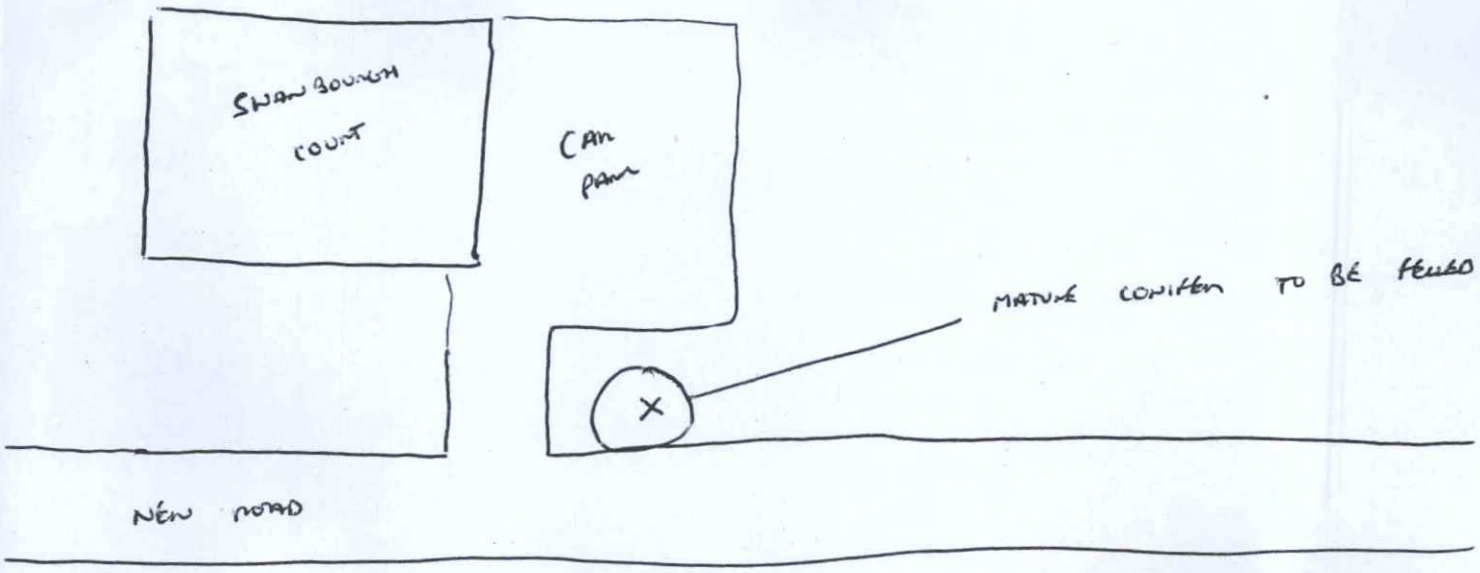
dentification Of Tree(s) And Description Of Works

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

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

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

FELL LANCE CONIFER TO RIGHT HAND SIDE OF CAR PARK ENTRANCE



Trees - Additional Information

ldditional information may be attached to electronic communications or provided separately in paper format.

r all trees

ketch plan clearly showing the position of trees listed in Question 7 must be provided when applying for works to trees covered a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes). vould also be helpful if you provided details of any advice given on site by an LPA officer.

r works to trees covered by a TPO

ase indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application ıst 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.

cuments and plans (for any tree)

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

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

N/A

9. Authority Employee / Member

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

Do any of these statements apply to you?

☐ Yes ☑ No

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

N/A

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: [redacted]

Or signed - Agent: [redacted]

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www.sussextreesurgeons.org

Date (DD/MM/YYYY): 25/11/15

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

12. Applicant Contact Details

Telephone numbers

Country code: [redacted] National number: [redacted] Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional): [redacted]

13. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code:

Country code:

Email address (optional): 07860 846480

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