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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 processed 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 onto 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 any obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and contractual requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:



Planning Applications

City Offices
Colebrook Street
Winchester
SO23 9LJ
Email: planning@winchester.gov.uk
Tel: 01962 840 222

Publication of applications on planning authority websites. Information provided on this form and its 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 it is important that you meet the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

2. Agent Name and Address

Title:

First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

3. Trees Location

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 trees stand (including full postcode where available)

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode (if known):

If the location is unclear or there is not a full postal address, please refer to a clearly identifiable point in the vicinity, such as the nearest 1:2 to 1:5 High Street or Woodland adjoining (on Road) or provide an Ordnance Survey grid reference.

Description:

4. Tree Ownership

Do you own the trees? Yes No. If you own the trees, please provide the full address of the site (if known) and full postcode (if known) of 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: Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

5. What Are You Applying For?

Are you seeking consent for works to trees? Yes No. Are you subject to a TPO? Yes No

Are you wishing to carry out works to trees in a conservation area? Yes No

6. Tree Preservation Order Details

If you know which TPO protects the trees, 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 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 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 replace. E.g. Oak (T2) - fell because of excessive shading and low amenity value. Replace with 1 standard ash in the same place.

T1 - ASH
T2 - ASH
Growing in the rear of our garden at 10, Petersfield Road, Cheriton, Alresford, SO24 0NH. Reduce the crowns by 50% due to Ash dieback (*Hymenosyphus fraxineus*). To be removed in stages, due to cost.

7. Identification Of Trees And Description Of Works - continued

See attached plan

8. Trees - Additional Information

Additional information may be attached to electronic communications or provided separately to 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 other trees on the site (not LPA listed).

For works to trees covered by a TPO

Please indicate whether the reasons for carrying out the proposed work include any of the following. If so, your application must be accompanied by the necessary evidence to support your proposal. (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 ditches. Yes No
If YES, you are required to provide further:
 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 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, 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

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

Do 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

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 tick/checkbox 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

I/we (I/We) hereby declare that the information provided in this form and the accompanying plans/drawings and additional information is true and correct to the best of my/our knowledge and belief and that I/we (I/We) am/are the person(s) giving them.

Applicant: Or signed - Agent:

Date (DD/MM/YYYY): 3/5/2022 (This date must not be before the date of sending or hand-delivery of the form)

12. Applicant Contact Details

Telephone numbers

Country code: Extension number:

Country code: Mobile number (optional):

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 reference contact)

