

Rossendale

BOROUGH COUNCIL

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

Publishing of applications on planning authority websites

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 block capitals and black ink.

You 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 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 the correct information, your application notice cannot proceed.

1. Applicant Name and Address

| | | | | | |
|---------------------|-------------------------------|---------------|--------|---------------|--|
| Title: | MR. | First name: | ROBERT | | |
| Last name: | BULL | | | | |
| Company (optional): | ROYALE PARK HOMES ESTATES LTD | | | | |
| Unit: | | House number: | | House suffix: | |
| House name: | ROYALE HOUSE | | | | |
| Address 1: | SOUTH WICK ROAD | | | | |
| Address 2: | NORTH BOARHUNT | | | | |
| Address 3: | FAREHAM | | | | |
| Town: | | | | | |
| County: | HAMPSHIRE | | | | |
| Country: | ENGLAND | | | | |
| Postcode: | PO14 6JN | | | | |

2. Agent Name and Address

| | | | | | |
|---------------------|------------|---------------|-------|---------------|--|
| Title: | MR | First name: | BARRY | | |
| Last name: | THRELFALL | | | | |
| Company (optional): | | | | | |
| Unit: | | House number: | 19 | House suffix: | |
| House name: | HALL PARK | | | | |
| Address 1: | ACRE | | | | |
| Address 2: | ROSSENDALE | | | | |
| Address 3: | | | | | |
| Town: | | | | | |
| County: | LANCASHIRE | | | | |
| Country: | ENGLAND | | | | |
| Postcode: | BB4 5BQ | | | | |

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 tree(s) stand (including full postcode where available)

| | | | | | |
|----------------------|----------------------|---------------|----------------------|---------------|----------------------|
| Unit: | <input type="text"/> | House number: | <input type="text"/> | House suffix: | <input type="text"/> |
| House name: | <input type="text"/> | | | | |
| Address 1: | <input type="text"/> | | | | |
| Address 2: | <input type="text"/> | | | | |
| Address 3: | <input type="text"/> | | | | |
| Town: | <input type="text"/> | | | | |
| County: | <input type="text"/> | | | | |
| Postcode (if known): | <input type="text"/> | | | | |

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:

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: | <input type="text"/> | First name: | <input type="text"/> |
| Last name: | <input type="text"/> | | |
| Company (optional): | <input type="text"/> | | |
| Unit: | <input type="text"/> | House number: | <input type="text"/> |
| | | House suffix: | <input type="text"/> |
| House name: | <input type="text"/> | | |
| Address 1: | <input type="text"/> | | |
| Address 2: | <input type="text"/> | | |
| Address 3: | <input type="text"/> | | |
| Town: | <input type="text"/> | | |
| County: | <input type="text"/> | | |
| Country: | <input type="text"/> | | |
| Postcode: | <input type="text"/> | | |

Telephone numbers

| | | |
|----------------------|---------------------------|----------------------|
| Country code: | National number: | Extension number: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Country code: | Mobile number (optional): | |
| <input type="text"/> | <input type="text"/> | |
| Country code: | Fax number (optional): | |
| <input type="text"/> | <input type="text"/> | |

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 wishing to carry out works to tree(s) in a conservation area? ☐ Yes ☐ No

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.

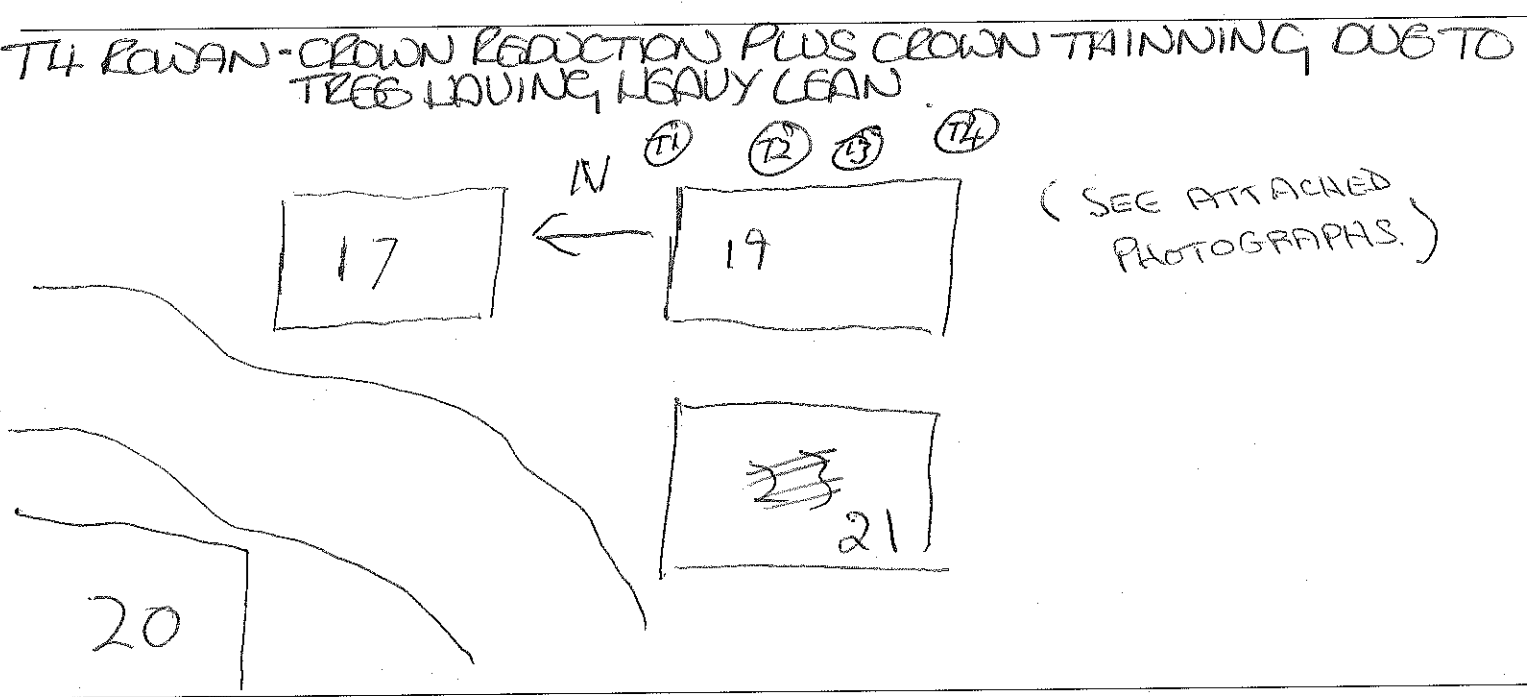
T1 SYCAMORE - CROWN REDUCTION PLUS CROWN THINNING AS BRANCHES TOO CLOSE TO PROPERTY.

T2 ASH - REMOVAL OF TREE DUE TO ASH DIEBACK VERY CLOSE TO PROPERTY (NUMBER 19)

T3 LABURNUM - CROWN REDUCTION / CROWN THINNING AS TOO CLOSE TO PROPERTY.

6. Tree Preservation Order Details

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



3. 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)

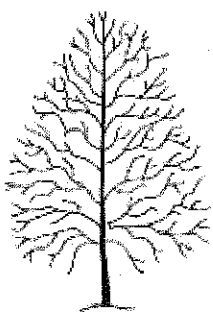
Written technical evidence from an appropriate expert, including description of damage and possible solutions.

Documents and plans (for any tree)

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.

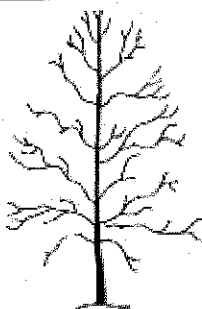
Common tree work operations



General information - The common operations described and simply illustrated here show some of your options.

An arborist should be able to help in defining the work that will be appropriate for the tree(s) and in line with British Standard 3998 – *Recommendations for Tree Work*.

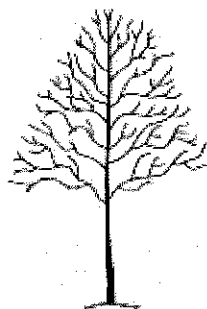
- Please note that the entire branch system is known as the 'crown'.
- LPA approval is not required to remove **dead branches**.



Crown Thinning - This reduces the density of the tree's crown without changing the overall shape and size of the tree. Thinning reduces the amount of foliage and allows more light through the canopy or crown.

The amount of thinning proposed should be specified as a percentage (%) of the leaf area (usually no more than 30%).

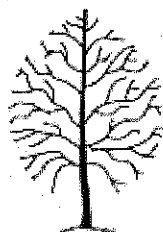
- Useful for letting more light into gardens and windows



Crown Lifting - This means removing lower branches to increase the clearance between the ground and the crown.

Identify the branches you wish to remove, or specify a height above ground level to which you wish to "lift" the crown.

- Useful for allowing more light into gardens
- Prevents low branches obstructing paths, drives etc.



Crown Reduction - The tree crown is reduced by shortening branches, and so changes the overall size and shape of the tree. Reductions are usually carried out all round the outer parts of the crown to maintain a balanced shape, but seldom should it include cutting through the main stem.

The amount of reduction proposed should be stated in terms of the intended height and spread of the tree after pruning (rather than what percentage (%) of the overall crown is to be removed).

- Partial reduction may be useful for preventing branches contacting buildings, roofs and guttering

...continued on next page...

If it is impossible to identify the tree(s) accurately on the plan (e.g. because they are part of a woodland or group of trees), please identify their approximate location on the plan and explain how the tree(s) have been marked on site (e.g. coloured tape, tree tags). The bark of trees must not be damaged e.g. by scarring or cutting into the bark.

Photographs can be useful, particularly where you wish to identify the trees you want to work on or to show specific work where there could be doubt e.g. marking a major branch to be removed. If you do submit photographs make sure that it is clear which tree is shown.

For work to trees covered by a TPO

Unless the LPA agree in writing that the tree(s) is of very low amenity value you must provide the information detailed below when your application relates to the condition of the tree or damage that it is causing.

Condition of tree(s)

The presence and impact of pests, diseases or fungi that require work to be carried out to the tree(s) should be described in written evidence or diagnostic information from an arboriculturist or other appropriate expert. Arboricultural evidence must be provided to support applications that suggest the tree has defects that may be of concern to the current or future safe retention of the tree or parts of the tree.

Subsidence

Reports will usually be provided by a structural engineer and/or a chartered surveyor and be supported by technical analysis from other experts e.g. for root and soil analysis.

...continued on next page...

Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO)

and/or

Notification of Proposed Works to Trees in Conservation Areas (CA)

Town and Country Planning Act 1990

When to use this form

You will normally need to contact your local planning authority (LPA) before any work can be carried out on protected trees. The LPA is usually the council to which you pay your Council Tax, but where the tree(s) are in the Broads Authority area or a National Park you should consult the relevant Authority.

Protected trees include those covered by a tree preservation order (TPO) or those which grow in a conservation area. You will need to contact the LPA even if you wish to prune branches overhanging from a neighbour's protected tree. You should send one copy of the completed form to your LPA.

- **TPOs** - If you wish to carry out work to trees protected by a TPO you must apply using this form. Your application, and any subsequent appeal, will be decided on the basis of the information you provide now, so it is worth getting it right at the start
- **Conservation areas** - You must give six weeks' notice before carrying out work to trees in a conservation area that are not protected by a TPO. You may use this form for this purpose or you may send a letter or email, which must still include the information required by the form. This gives the LPA an opportunity to consider whether a TPO should be made to protect the tree(s)
- **Permitted development** - You must also apply or give notice to your LPA (as above) if you want to work on a protected tree where you are carrying out development where full planning permission is not needed
- **Planning permission** - Where full planning permission has been granted you might need to apply or give notice to the LPA before carrying out work to protected trees. You should check with the LPA to see what is required

When not to use this form

You do not need to get the LPA's consent in a few special circumstances: when a tree is dead or dangerous, for example. In this case you are advised to speak to the LPA about proposed work, particularly felling (see 'Further Information' below.) You should be prepared to prove that the work falls within an exemption.

Before you apply

You may wish to discuss your needs with a competent arborist (tree surgeon) before contacting the LPA. If the LPA are able to, it may be worthwhile discussing your proposals with them informally before you complete the form. Early discussion gives the LPA the chance to:

- Explore whether the work is exempt from the need to apply/notify
- Advise on how best to present your proposals
- Guide you through the process and the LPA's tree protection policies

The advice and guidance given to you during these discussions is given in good faith, but no LPA officer can give you a definite answer as to whether your proposed works will be allowed. You may want to contact the LPA to see if they charge for giving this advice.

Who can carry out the tree work?

When deciding who should prune or fell your tree you should bear in mind that:

- Tree work is a dangerous activity and should be carried out by trained, competent and appropriately insured arborists
- Tree work should be carried out to a good standard. LPAs will usually require the work to comply with BS 3998 *Recommendations for Tree Work*
- You may wish to contact your LPA for guidance on selecting a contractor in your area.

Enforcement

The LPA can prosecute when work is carried out without their consent on a preserved tree, without the required notice on a tree in a conservation area or when exemptions are misused.

Further information

More information about TPO procedures, including exemptions, felling licences and detailed guidance intended primarily for LPAs, can be found in the [‘Tree Preservation Orders and trees in conservation areas’ section of the Planning Practice Guidance website](#).

Completing the application form

Electronic Communication

If you submit this form electronically (from the Planning Portal, or by email or fax) the LPA will take it that you have agreed that they may communicate with you in the same manner. This may include the issuing of their decision. You may cancel this agreement by writing to the LPA and asking them to stop communicating with you electronically.

1/2. Applicant's And Agent's Names And Addresses

You may submit the application yourself; you do not have to use an agent, nor do you have to be the owner of the tree(s). Complete both boxes if the application is being submitted by an agent (e.g. a friend, relative or technical adviser who is acting on the applicant's behalf).

Your tree work contractor's name should not be entered here unless they are handling the application on your behalf. All correspondence, including the decision letter, will be sent to the agent. Arrangements for a site visit will also be made through the agent.

3. Tree Location

If the trees grow in more than one property, or if a tree trunk straddles the boundary between two properties, you should enter the details of the second address here. If trees grow on any other properties, enter those addresses in the space at the bottom of this question.

4. Tree Ownership

You don't have to own the tree(s) to apply for consent but it is good practice to let the owner know what you are proposing. You will still need to get any necessary agreements or permissions from the owner before carrying out any work permitted by the LPA.

The owner of the tree is usually the owner of the land on which it grows. Please provide their address if it is different from the address of the site where the tree(s) stands that you have already entered in question 3.

Please provide an explanation separately of tree ownership where a tree is on the boundary and is the joint responsibility of the applicant and the neighbour, or where consent is sought for trees on both properties.

5. What Are You Applying For?

Refer to the ['Tree Preservation Orders and trees in conservation areas' section of the Planning Practice Guidance website](#).

In conservation areas, notice is required for works to trees that have a trunk diameter of more than 75mm when measured at 1.5m from ground level (or more than 100mm if reducing the number of trees to benefit the growth of other trees).

6. Tree Preservation Order Details

The LPA may be able to help you answer this question. You should find the title at the top of the Order. For example: City of Woodville (No. 4) Tree Preservation Order 1992 or City of Woodville (1 Garden Court) Tree Preservation Order 1992.

7. Identification Of Tree(s) And Description Of Work

Identifying the tree(s)

Please give the species of tree if known (e.g. oak, Scots pine); Latin names are not required. Where known, use the numbering of trees from the First Schedule of the TPO (e.g. T1 ash, or two cherry and one birch in G2). Make sure other trees are identified by using a different sequence e.g. A, B, C etc. Make sure the numbering matches that used on the sketch plan (see notes for question 8).

Poor tree surgery

Proposals that would endanger the health or condition of a tree or greatly reduce its amenity value to the local environment are unlikely to be allowed unless there are strong reasons to do so.

Describing the works and reasons

Please make clear to which trees the descriptions of works and reasons apply. Reasons must be given for work to trees protected by a TPO. For trees in conservation areas, giving reasons for work would be helpful, but is not mandatory.

It is vital that you clearly specify the works you want to carry out for each tree included in your application. A proposal simply to "cut back", "lop" or "trim" some branches is too vague because it fails to indicate the extent of the works.

Examples of common tree work operations are shown on the following page.

...continued on next page...

Planting replacement trees

Unless there are good reasons, a condition is usually made for a replacement tree to be planted when granting consent to remove a tree protected by a TPO. Please use this opportunity to show your preference of tree should the LPA approve your application and make such a condition.

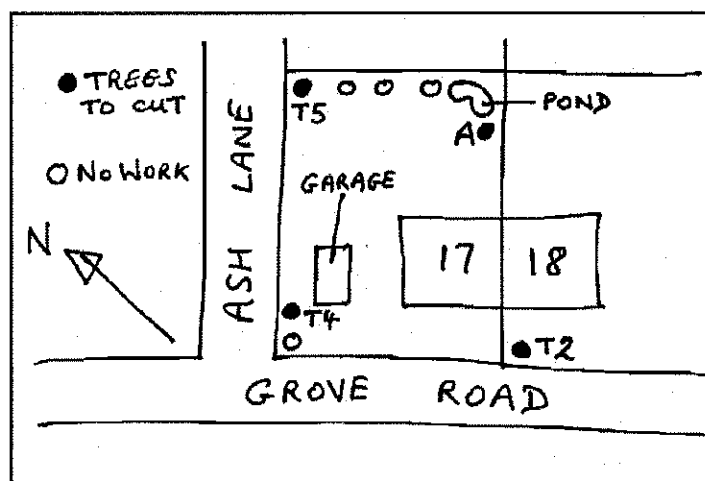
8. Additional Information

When setting out the reasons for proposed works to trees protected by a TPO, please provide sufficient evidence to support your case. Note that failure to supply precise and detailed information may result in your application being rejected or delay in dealing with it. Additional information should be posted or hand-delivered at the same time as the form or supplied electronically in support of your application. Applications cannot be processed until all mandatory information is received by the LPA.

References to an arboriculturist refer to a person who has recognised qualifications, experience and expertise in the field of tree management.

Sketch plan identifying the trees

The sketch plan should show boundaries and adjoining properties (including house numbers or names) and names of roads. It is not necessary to draw a scaled plan, but it may be useful to show approximate distances between the tree(s) in question and other relevant features. If possible, include an arrow showing north. Show the position of the tree(s) in relation to buildings and add the numbering used in question 7.



Reduced example of a sketch plan

It may be helpful to show other trees in the garden to help the LPA identify the trees on the form. If there are many trees, it is important to make it clear which tree(s) you want to work on.

...continued on next page...

9. Authority Employee / Member

With respect to the Authority, I am:

- (a) a member of staff (c) related to a member of staff
(b) an elected member (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

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:

Or signed - Agent:

Date (DD/MM/YYYY):

29/7/2022

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

12. Applicant Contact Details

Telephone numbers

Country code: National number: 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 guidance notes





