

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](http://www.planningportal.gov.uk/apply)

**Publication 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	2. Agent Name and Address
Title: <input type="text"/> First name: <input type="text"/>	Title: <input type="text" value="MR"/> First name: <input type="text" value="SAM"/>
Last name: <input type="text"/>	Last name: <input type="text" value="MCCREE"/>
Company (optional): <input type="text" value="FIRST POST"/>	Company (optional): <input type="text" value="BOUARD OXFORD LTD"/>
Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/>	Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/>
House name: <input type="text" value="KINGSMEADOW COURT"/>	House name: <input type="text"/>
Address 1: <input type="text" value="RETIREMENT HOME"/>	Address 1: <input type="text" value="THE LOG QUARRY"/>
Address 2: <input type="text" value="LYDNEY"/>	Address 2: <input type="text" value="CHURCH ROAD"/>
Address 3: <input type="text" value="GLOS"/>	Address 3: <input type="text" value="LONG HAMBOROUGH"/>
Town: <input type="text"/>	Town: <input type="text" value="WITNEY"/>
County: <input type="text"/>	County: <input type="text" value="OXON"/>
Country: <input type="text"/>	Country: <input type="text"/>
Postcode: <input type="text" value="GL15 5JX"/>	Postcode: <input type="text" value="OX29 8JF"/>

### 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:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (if known):

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:  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 tree(s) subject to a TPO?  Yes  No

Are you wishing to carry out works 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 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.*

SEE ATTACHED

REASON FOR TREE WORKS

HEALTH & SAFETY AS RECOMMENDED WITHIN  
RECENT SURVEY

## 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 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.

### 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 consent/give notice for tree work as described in this form and the accompanying plans and additional information.

Signed - Applicant:

Or signed

Date (DD/MM/YYYY):

4/8/22

(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:
<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):

### 13. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:
<input type="text" value="01993"/>	<input type="text" value="880500"/>	<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):

info@boards.co.uk

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)



The Log Quarry  
 Church Road  
 Long Hanborough  
 Witney  
 Oxfordshire  
 OX29 8JF  
 01993 880500  
 info@bowards.co.uk  
 www.bowards.co.uk

First Port  
 Linda Jenkins  
 Queens Meadow Court, Retirement Home  
 Lydney  
 Glos  
 GL15 5JX

Date Sent: 28/07/2022  
**Quote information**  
 Account No: 98  
 Quote No: 19372  
 Surveyor: Sam McCree  
 Site Ref No: 293  
 Order No:

**Quotation**

**Site Address** Kingsmeadow Court, Lydney

Item No	Tree Names	Work Description	Rate	Quantity	Value
0	Duty of Care Survey	<p>Here follows the Duty of Care Survey for the above site. All trees on site were inspected from ground level only. Only trees with recommended works are included on this survey.</p> <p>All tree locations can be accessed via the link attached to this email.</p>			
1	Mixed group	<p>Priority 1 - High priority to be completed within 3 months            Priority 2 - Medium priority to be completed 3-6 months            Priority 3 - Low priority to be completed 6-12 months            Remove dead stems from group.</p> <p>Prune trees clear of streetlight to open up light splay over the car park by removing secondary branches only.</p>			
2	Mixed group	Lift low growth over corner parking space from 3 trees.			
3	Common Alder	Reduce stem as per photogah and lift low growth over garden to 3m.			
4	Common Alder	Crown Lift to provide 3 metres clearance from ground level.			
5	Common Alder	Crown Lift to provide 3 metres clearance from ground level.			
6	Willow	Failed from adjacent land. Cut back to the opposite side of the stream and stack in woods.			
7	Common Alder	Crown Lift to provide 3 metres clearance from ground level.			
8	Silver birch	Reduce back selected branches to provide 2 metres clearance from building.			
9	4x silver birch	Crown Lift to provide 3 metres clearance from ground level over the parking spaces.			
Above items	Our price				





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Item No	Tree Names	Work Description	Rate	Quantity	Value
11	Mixed	Optional extra - Various self-set invasive trees to coppice and remove.			





o: 19372  
er: First Port  
: Linda Jenkins  
ne: 01594844694

erence:293  
ress:Kingsmeadow Court Lydney  
de: