

From: [planning](#)
To: [Administrative Services](#)
Subject: FW: Customer services - Customer enquiry
Date: 07 July 2022 15:15:57
Attachments: [TPO.pdf](#)
[Receipt_2022-07-07_134619.pdf](#)
[Receipt_2022-07-07_134223.pdf](#)
[Handwritten_2022-07-07_134707.pdf](#)
[2022-07-07_134443.pdf](#)
[image001.png](#)

Hi again,

Can this please be set up as a new TWCA?

Thanks

Kind regards

Kevin J McDonald
Technical Support Officer
Newark and Sherwood District Council

www.newark-sherwooddc.gov.uk



Please note that any advice is given at officer level only and will not prejudice any future decision made by the Council.
Normal working hours; Mon, Tues, Thurs, Fri 8.00am-4.00pm/Weds 8.00am-5.00pm

From: customerservices [REDACTED]
Sent: 07 July 2022 15:09
To: planning [REDACTED]
Subject: Customer services - Customer enquiry

[CAUTION: This email originated from outside of the organisation. Do not click on links or open attachments unless you recognise the sender and know the content is safe]

Hello

Please see below email and attachments for your attention. I have emailed customer confirm received and forwarded.

Kind Regards

Amy Lester

Customer Services Advisor

Newark and Sherwood District Council

Reference: ESB4744914

Customer Details:

Name: Ms Philippa ?

Address:

Is C/O address?: 0

Phone:

Mobile:

-----Original Message-----

From: [REDACTED]

Sent: 07/07/2022 14:38:07

Subject: FAO Tree Officer

[CAUTION: This email originated from outside of the organisation. Do not click on links or open attachments unless you recognise the sender and know the content is safe]

Good Afternoon,

Please find attached planning application for TPO.

Kind regards,
Philippa

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Any personal information that that you provide in response to this email, or in any other communication with the Council will be processed in accordance with our responsibilities under data protection legislation. For further details please see our website for our Privacy Notice <https://www.newark-sherwooddc.gov.uk/yourcouncil/privacy/>.

Newark and Sherwood District Council Legal Disclaimer.

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

Local Planning Authority details:



Growth and Regeneration Business Unit
 Castle House, Great North Road, Newark, Nottinghamshire NG24 1BY

Telephone: 01636 650000
 Email: customerservices@nsdc.info

Website: www.newark-sherwooddc.gov.uk/planning/

Publication of applications on planning authority websites

Information provided on this form and in 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 printed, please complete using block capitals and black ink.

It is important that you read 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 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:

Sycamore - fell near to boundary fence
Hollies fell in poor condition next to boundary and covered in ivy.

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

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:
Email address (optional):

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.

971 Cypress - fell - split at base
972 Holly - Reduce in height from 14m - ~~to~~ attain a height of 10m which will lend it a weak V union.
982 Thuja plicata - fell because it is in decline

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

988 Thuja - fell - in decline
 969 Thuja - Leans towards house - fell
 Reduce or fell small poor quality yews and laurel along N/E
 Goumdary. Crown lift trees over drive way to 4m.
 995 Cherry - fell - large cavity at base
 998 Sycamore - fell - almost totally dead
 996 Sycamore - fell

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.

Sketch Plan - All trees in blue on plan are requested to work on.

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 observer, 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 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):

05/07/22

(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:

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)

