

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

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**Local Planning Authority details:**



**Basingstoke  
and Deane**

**Basingstoke and Deane Borough Council**

Civic Offices, London Road,  
Basingstoke, Hampshire RG21 4AH

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**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.

When 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:	<input type="text" value="MR"/>	First name:	<input type="text" value="STEVE"/>
Last name:	<input type="text" value="LEESON"/>		
Company (optional):	<input type="text"/>		
Unit:	<input type="text"/>	House number:	<input type="text"/>
		House suffix:	<input type="text"/>
House name:	<input type="text" value="WESTRIDGE OAKS"/>		
Address 1:	<input type="text" value="STAR LANE"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Town:	<input type="text" value="HIGH CLERE"/>		
County:	<input type="text" value="NEWBURY"/>		
Country:	<input type="text" value="BERKSHIRE"/>		
Postcode:	<input type="text" value="RG20 9PL"/>		

**2. Agent Name and Address**

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"/>		

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: WESTRIDGE OAKS
Address 2: STAR LANE
Address 3: [ ]
Town: HIGH CLERE
County: NEWBURY BERKSHIRE
Postcode (if known): RG20 9PL

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: MR First name: STEVE
Last name: LEESON
Company (optional): [ ]
Unit: [ ] House number: [ ] House suffix: [ ]
House name: WESTRIDGE OAKS
Address 1: STAR LANE
Address 2: [ ]
Address 3: [ ]
Town: HIGH CLERE
County: NEWBURY
Country: BERKSHIRE
Postcode: RG20 9PL.

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? [x] Yes [ ] No
Are you wishing to carry out works to tree(s) in a conservation area? [ ] Yes [ ] No

6. Tree Preservation Order Details

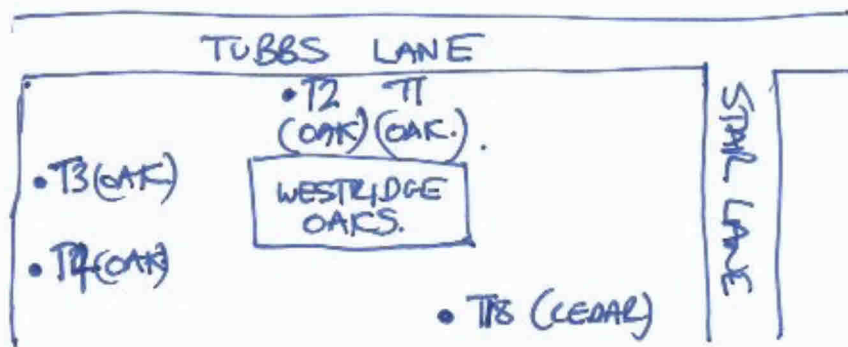
If you know which TPO protects the tree(s), enter its title or number below.
BDB/0441

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.

WE HAVE 1x BLUE CEDAR (T18) AND 4x OAK (T1, T2, T3, T4) THAT REQUIRE GENERAL TIDY-UP INCLUDING CROWN LIFT, CROWN REDUCTION, CROWN TOP + GENERAL OVERALL REDUCTION.



**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**

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 - App

[Redacted Signature]

Or signed - Agent:

[Redacted Signature]

Date: 04/11/2023

(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): [ ]

Address:

Tree Info	Crown Reduction (m)			Crown Lift (m)		Other work & further information	Proposed replacement tree species (may be left blank)	Reason
	Existing spread (N, E, S, W)	Finished spread (N, E, S, W)	Existing height	Finished height	Finished height above ground level			
T1 OAK						Remove deadwood and general tidy-up.		
T2 OAK						Remove deadwood and general tidy-up.		
T3 OAK						Reduce high level growth back from horse by 3m, max cut diameter 7.5cm. Reshape wt area.		
T4 OAK						Reduce growth on 2 lateral branches by 3m and reshape. Reduce branches over neighbours horse by 3m. Max cut diameter 7.5cm. Ensure 5m clearance from building.		
T18 CEDAR		15% reduction		5m	5m	Crown lift to 5m with sympathetic crown reduction of 15% reducing lateral limbs and regreasing. Max cut diameter 10cm.	10cm	

Notes on completing the form:

Description of work

Your description of intended work should be accurate, brief and clear. Full guidance can be found in the British Standard 3998:2010 Tree Work – Recommendations. Please refer to section 4.1 (works specification) and section 7 (pruning and related work).

Location plan

Your sketch plan should be clear enough to enable us to readily identify each tree. To help with this, the plan can include boundaries, built structures such as houses and sheds, access routes and driveways. The base of each tree trunk should be marked on the plan using a cross or a dot and given a reference such as T1, T2 etc.

Reasons for work

For TPO applications, the proposal will be assessed on whether the work applied for is proportionate and relevant to the reason provided. Guidance on suitable work to achieve a desired result can be found at table B.1 of the British Standard 3998:2010. You must provide clear reasons to support your application.

Supporting information

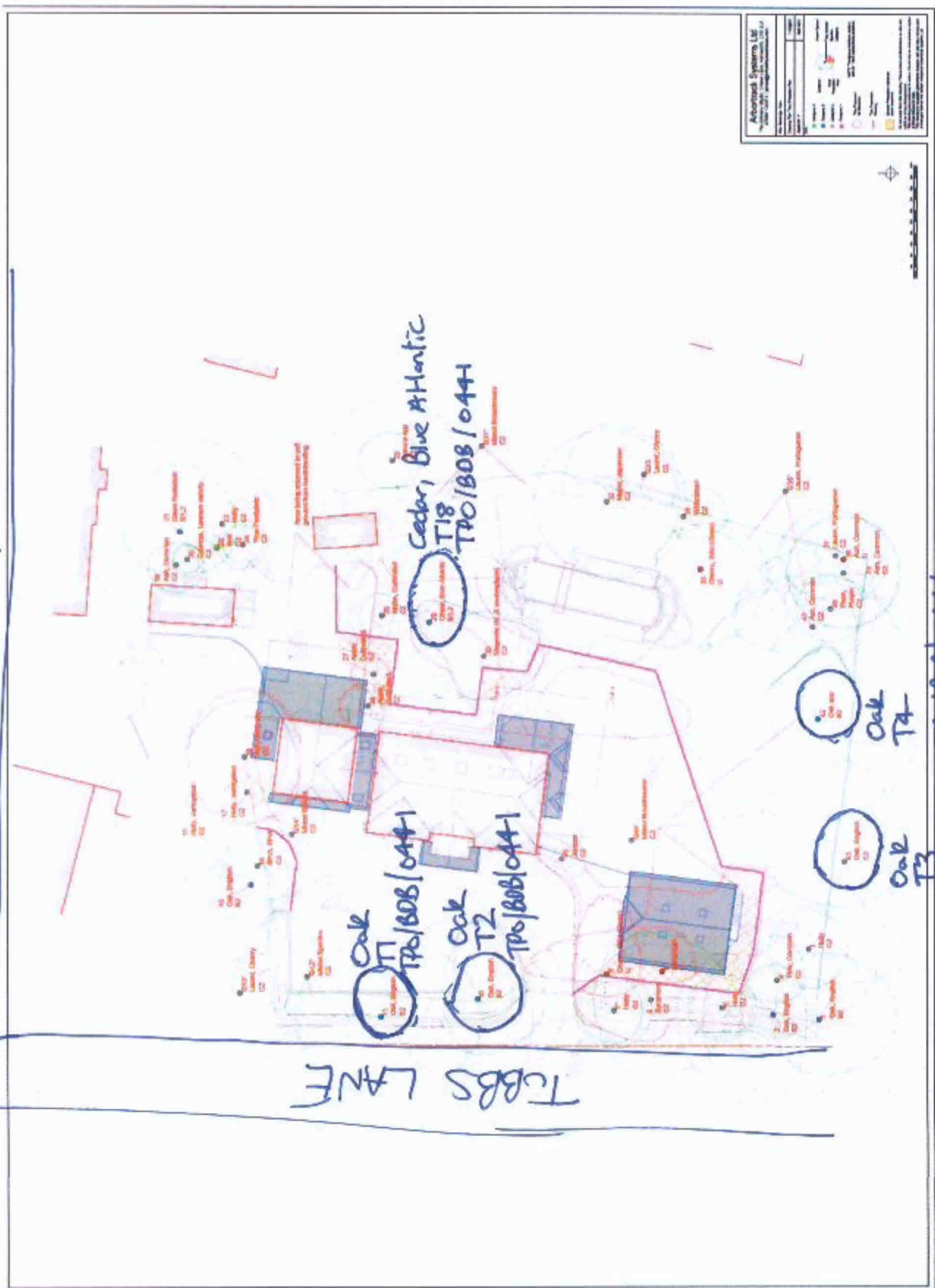
For TPO applications to prune or remove a tree which is considered to be causing damage to property, unless the reason can be easily understood by a brief visual inspection, you will be required to submit evidence. This will usually be provided by a relevant engineer, surveyor or other appropriate expert.

If you are concerned about the safety of the tree, unless the cause of concern can be easily understood by a brief visual inspection, you will be required to submit arboricultural evidence to outline why the tree is unsafe.

Your tree surgeon should be able to advise you if you need assistance completing a tree work application form.

STAR LANE

TURBS LANE





**Client:** Tracey Leeson

**Location:** Westridge Oaks, Star Lane, RG20 9PL.

**Tel:** [REDACTED]

## DESCRIPTION OF WORKS

Large Ash on Drive to ground level

Ash behind garage to ground level

**T18** — Blue Cedar crown Lift to 5m with sympathetic crown reduction of 15% reducing lateral limbs and reshaping. Max cut diameter 10cms

Apple trees x3 remove to ground

**T1/T2** — Oaks x2 on drive remove dead wood

**T4** — Red Oak in rear garden reduce growth on 2 lateral branches by 3m and reshape

**T4** — Red Oak reduce branches over neighbours house and garden by 3m max cut diameter 7.5cm. Ensure 5m clearance from building

**T3** — Oak over neighbours drive, reduce high level growth back from house by 3m, max cut diameter 7.5cm, reshape cut area

Oak over neighbours drive, remove limb over drive entrance

Reduce hedge on front drive by 2m and shape naturally

Clear to the ground approx. 10m by 7m area of wooded growth to right of drive

Reduce holly by 50% in rear garden and reshape

Reduce Laurel bush by 50% in rear garden

Ash in corner of rear garden remove to ground

Ash next to red oak remove to ground

Dead Cherry remove to ground level

**ACCESS** — Climbing and 25m truck mounted platform

**TREE TYPE** — Mixed

**CUT** — Dismantle and reduction

**CUT WOOD** — Removed from site or stacked as requested

**FOLIAGE** — Chipped and removed from site

**AREA** — Area to be left clear and tidy