

Planning Services  
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London WC1H 8EQ

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Telephone : 020 7974 1911  
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For office use  
Date  
Payee  
App. No. Fee

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" value="Mr"/> First name: <input type="text" value="MICHAEL"/>	Title: <input type="text"/> First name: <input type="text"/>
Last name: <input type="text" value="ROSEVEARE"/>	Last name: <input type="text"/>
Company (optional): <input type="text" value="TLP"/>	Company (optional): <input type="text"/>
Unit: <input type="checkbox"/> House number: <input type="text"/> House suffix: <input type="checkbox"/>	Unit: <input type="checkbox"/> House number: <input type="text"/> House suffix: <input type="checkbox"/>
House name: <input type="text" value="SUN WHARF"/>	House name: <input type="text"/>
Address 1: <input type="text" value="DEBEN ROAD"/>	Address 1: <input type="text"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
Address 3: <input type="text"/>	Address 3: <input type="text"/>
Town: <input type="text" value="WOODBIDGE"/>	Town: <input type="text"/>
County: <input type="text" value="SUFFOLK"/>	County: <input type="text"/>
Country: <input type="text"/>	Country: <input type="text"/>
Postcode: <input type="text" value="IP12 1AR"/>	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:	<input type="text"/>	House number:	<input type="text"/>	House suffix:	<input type="text"/>
House name:	Barratts Development				
Address 1:	Kiddapor Avenue				
Address 2:					
Address 3:					
Town:	GALVESTON				

### 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):	BARRAT LONDON		
Unit:	<input type="text"/>	House number:	<input type="text"/>
House name:	WALLIS HOUSE		
Address 1:	BRENTFORD		
Address 2:			
Address 3:			

### 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.

Or signed - Agent:

Date (DD/MM/YYYY):

10 August 2015

(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)

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

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**8. Trees - Additional Information**

Additional information may be attached to electronic communications or provided separately in paper format.

