



Horsham District 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 (as amended)

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.

Tree Location

Please provide the address of the site where the tree(s) stands (full address if possible)

Number

3

Suffix

Property Name

Address Line 1

Byfleets Lane

Address Line 2

Address Line 3

West Sussex

Town/city

Warnham

Postcode

RH12 3RB

Description of site location must be completed if postcode is not known:

Easting (x)

515270

Northing (y)

133465

If the location is unclear or there is not a full postal address, describe as clearly as possible where it is

(for example, 'Land to rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road')

Applicant Details

Name/Company

Title

Mrs

First name

Georgina

Surname

Smith

Company Name

Address

Address line 1

3 Byfleets Lane

Address line 2

Address line 3

Town/City

Warnham

County

West Sussex

Country

GB

Postcode

RH12 3RB

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

What Are You Applying For?

Based on the type of work proposed and the location and protected status of the trees involved, there are various details and supporting information that will need to be supplied in order for the Local Planning Authority to determine the application.

Are you seeking consent for works to tree(s) subject to a Tree Preservation Order?

- ☐ Yes
☒ No

Are you wishing to carry out works to tree(s) in a conservation area?

- ☒ Yes
☐ No

Documents and plans (for any tree)

A sketch plan clearly showing the position of trees listed in the question 'Identification of Tree(s) and Description of Works' MUST be provided when applying for works to trees covered by a Tree Preservation Order.

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.

Are you providing additional information in support of your application (e.g. an additional schedule of work for the question 'Identification of Tree(s) and Description of Works')?

- ☒ Yes
☐ No

If Yes, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application

1. Plan
2. Description of Works

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

see attached plan

The tree is on neighbouring land, but its branches extend a considerable way over the boundary and over my property at 3 Byfleets Lane.

The overhanging branches are being used as a nesting and roosting place by a large number of pigeons and other birds. As a result, there are substantial amounts of bird droppings falling onto my driveway and the surrounding area on a regular basis. The level of fouling has become serious, persistent and very difficult to manage.

The branches are overhanging onto my land, and the number of birds using the tree is causing an ongoing nuisance, hygiene concern and damage to property.

I would like to resolve this properly and cooperatively, but I would be grateful if the Council could treat this as a matter of some urgency because of the level of contamination and the health concerns involved for my family.

This is now affecting my use and enjoyment of the property in a very real way. In particular:

the driveway and area around it are repeatedly covered in bird droppings. There are areas on the driveway I am unable to use, due to the persistent bird droppings;

the droppings are creating a significant hygiene and health concern;

the paintwork on my car is being damaged;

the overhanging branches are affecting land that belongs to me, blocking light to my neighbours garden; and

the situation is especially worrying because I am starting a new family and do not want a new baby exposed to persistent bird fouling and the health risks that may come with it around the home.

In my view, this goes well beyond a minor inconvenience. The amount of bird mess is excessive and is creating conditions that are unsanitary, distressing and damaging to property.

I would therefore be grateful if the Council could:

investigate the tree, its position and the extent of the overhang onto my land;

consider urgently what works shall be allowed to reduce the overhang and help deal with the nuisance;

advise whether consent could be given for pruning, crown reduction or other proportionate tree works; and

if such works cannot be allowed, explain clearly in writing why not and what alternative steps may be available to deal with the nuisance and encroachment.

Given the continuing nuisance, health concerns and property damage, I would be grateful for a prompt written response confirming:

whether a site inspection can be arranged;

what options are available to deal with the overhang and the nuisance it is causing; and

the process for obtaining consent for any necessary tree works.

You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work.

Where trees are protected by a Tree Preservation Order, please number them as shown in the First Schedule to the Tree Preservation Order where this is available. You should use the same numbering on your sketch plan (see below for sketch plan requirements).

Please provide the following information:

- Tree species
- The number used on the sketch plan; and
- A description of the proposed works.

Where trees are protected by a Tree Preservation Order you must also provide:

- Reasons for the work; and where trees are being felled
- Proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

e.g. Oak (T3) – Whole crown reduction to 12m above ground level, to provide sufficient clearance to property.

Sketch plan requirements

Your plan needs to show the precise location of the tree(s) in relation to nearby property/roads/boundaries. It should, therefore:

- indicate the main features of the site where the tree(s) stand and its surroundings; in particular, you should:
 - mark and name surrounding roads
 - sketch in buildings, including adjoining properties
 - add house numbers or names
- mark the position of the tree(s) to which you want to carry out work and identify them by the number shown in the Tree Preservation Order where possible; if you use a different number, please make sure that this can be matched with your description of the tree(s)
- if there are many trees on the site, make clear which tree(s) are included in this application by:
 - marking all trees on the plan, but only numbering those to which you want to carry out work
 - showing the approximate distance between the application tree(s) and buildings
 - adding other relevant features on the site (e.g. greenhouse, paths)

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 provide details of how the tree(s) are marked on site (e.g. high visibility tape, tree tags, paint, etc); trees must not be marked by scarring or cutting into the bark.

Tree Ownership

Is the applicant the owner of the tree(s)?

- ☒ Yes
☐ No

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

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

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related 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 above statements apply?

- ☐ Yes
☒ No

Declaration

I/We hereby apply for Tree works: Trees in conservation areas/subject to TPOs as described in the questions answered, details provided, 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.
I/We also accept that, in accordance with the Planning Portal's terms and conditions:
- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Georgina Smith

Date

07/05/2026