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

Suffix

Property Name

Street Record

Address Line 1

Olive Close

Address Line 2

Address Line 3

West Sussex

Town/city

Horsham

Postcode

RH12 4TJ

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

Easting (x)

518018

Northing (y)

131870

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

Ms

First name

Chloe

Surname

Stanley

Company Name

Firstport Group Limited

Address

Address line 1

Firstport Group Limited

Address line 2

Marlborough House

Address line 3

Wigmore Place

Town/City

Wigmore Lane

County

Luton

Country

Postcode

LU2 9EX

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

Contact Details

Primary number

Secondary number

***** REDACTED ******

Fax number

Email address

***** REDACTED ******

Agent Details

Name/Company

Title

Mr

First name

James

Surname

Jackman

Company Name

Treeline Services Ltd

Address

Address line 1

Chadhurst Farm

Address line 2

Coldharbour Lane

Address line 3

Town/City

Dorking

County

Country

Postcode

RH4 3JH

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

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?

- [x] Yes
- [ ] No

Do you know the Tree Preservation Order reference number(s)?

- [ ] Yes
- [x] No

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).

Condition of the tree(s) - e.g. it is diseased or you have fears that it might break or fall

- [ ] Yes
- [x] No

Alleged damage to property - e.g. subsidence or damage to drains or drives.

- [ ] Yes
- [x] No

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

- [ ] Yes
- [x] 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
- [x] No

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

020 Cherry,021 Cherry,022 Cherry, 023 Silver Birch,024 Silver Birch,025 Pear,029 Hornbeam,032 Holly,034 Sycamore, - Are not shown as protected Trees.

040 - Oak - Crown lift to a height of 6m over road, sever and remove a section of ivy from ground level to a height of 1m using hand tools only.
040 - To give sufficient height clearance over the road and severing the ivy to enable clear future inspection.
041 - Oak - Crown lift to a height of 6m over road, sever and remove a section of ivy from ground level to a height of 1m using hand tools only.
041 - To give sufficient height clearance over the road and severing the ivy to enable clear future inspection.
043 - Sycamore - crown lift to a height of 3m from ground level over public footpath.
043 - To give sufficient clearance over the public foot path to reduce risk of injury.
058 - Norway Maple - sever and remove a section of ivy from ground to a height of 1m using hand tools only re-inspect base.
058 - sever ivy to enable clear future inspections.
062 - Lime - Remove deadwood greater than 25mm in diameter. remove epicormic and basal growth, crown lift to a height of 2.5m from ground level.
062 - To reduce the volume of debris, mess and damage caused by falling debris To give sufficient clearance over the public foot path to reduce risk of injury removal of epicormic an basal growth to enable clear future inspections.

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)?

- [x] 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
- [x] 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.

- [x] I / We agree to the outlined declaration

Signed

James Jackman

Date

22/07/2025