If you would rather make this application online, you can do so on our website:
https://www.planningportal.co.uk/apply

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:

Horsham District Council

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:	MRS	First name:	ELIZABETH		
Last name:	BERRY				
Company (optional):	BILLINGSHURST PARISH COUNCIL				
Unit:		House number:		House suffix:	
House name:					
Address 1:	BILLINGSHURST CENTRE				
Address 2:	ROMAN WAY				
Address 3:					
Town:	BILLINGSHURST				
County:	WEST SUSSEX				
Country:					
Postcode:	RH14 9QW				

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: BILLINGSHURST

County: WEST SUSSEX

Postcode (if known): RH14 9RB

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:

TREE No. 2083, A HORSE CHESTNUT IS LOCATED ON CHURCH PATH, JUST OFF STATION ROAD, BILLINGS-HURST.

PLEASE SEE ATTACHMENT 1 FOR FULL DETAILS OF THE NECESSITY TO FELL.

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: | 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? ☑ 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.

TPO/0005
LAND AT CLEVE LANDS
STATION ROAD, BILLINGSHURST

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.

PLEASE SEE ATTACHMENT 2

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

PLEASE SEE ATTACHMENT 2

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.

PLEASE SEE ATTACHMENTS 1 and 2

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: E. BERRY

Or signed - Agent:

Date (DD/MM/YYYY): 21.08.26 (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)

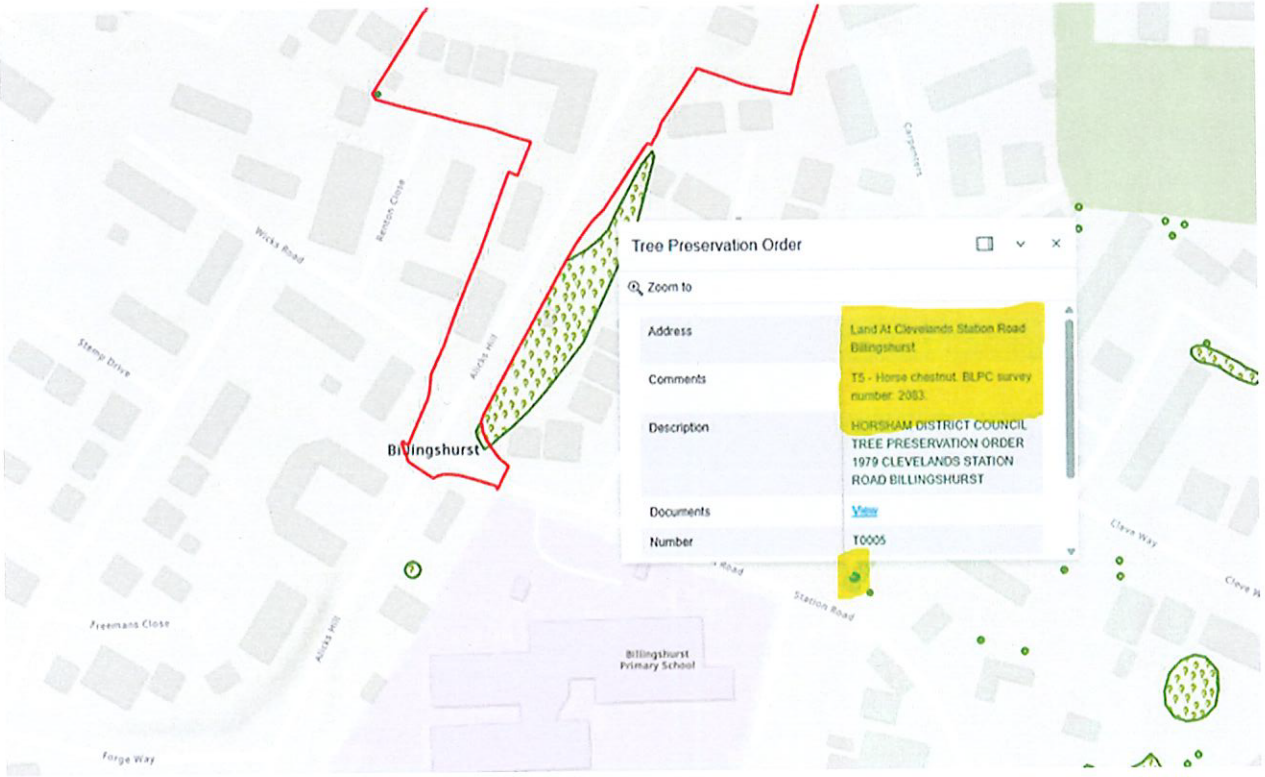
ATTACHMENT 1

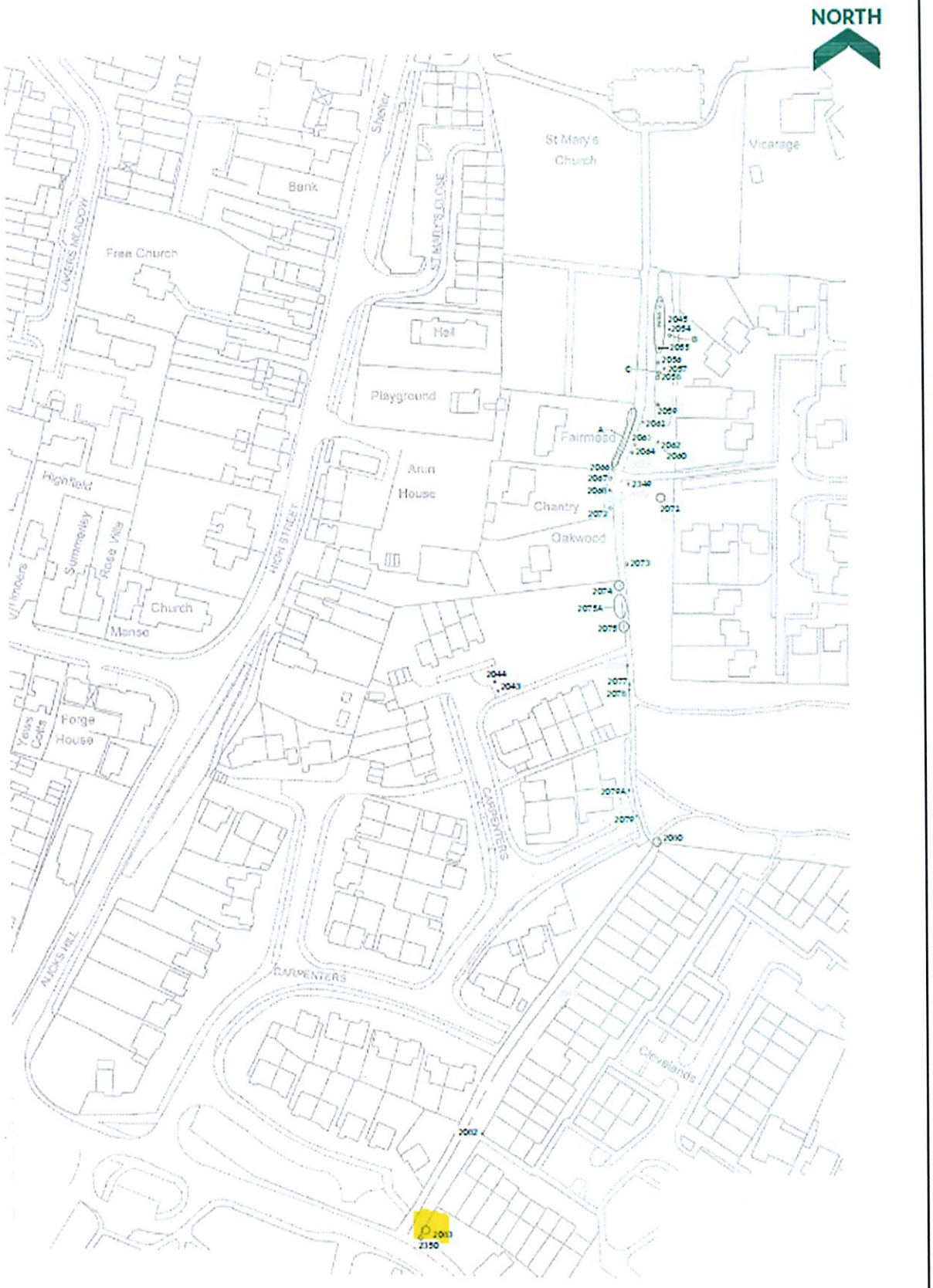
TREE NO. 2083
CHURCH PATH, BILLINGSHURST
APPLICATION TO FELL 1 HORSE CHESTNUT TREE UNDER TPO TREE T0005 - LAND AT CLEVELANDS, STATION ROAD, BILLINGSHURST

Billingshurst Parish Council appoints Keen Consultants to carry out an annual tree survey each autumn. The most recent survey was carried out in October 2025.

At the survey, tree no. 2083 which is located on the Church Path, just off Station Road, Billingshurst was inspected and Keen Consultants recommended removal of deadwood and that the tree be monitored at the next inspection.

The Parish Council's Tree Surgeon GN Tree Surgery Specialists carried out the deadwood removal but whilst carrying out the works, he recommended a further check by Keen & Co. Jago Keen from Keen Consultants visited site again on 17th August. His advice to fell the tree is detailed in Attachment 2.





Tree Location Plan

Area 3 - Church Path

Date of survey: 3rd November 2023 & 31st October 2024 & 14th October 2025

Survey of trees for Billingshurst Parish Council

Area 3 - The church path

Tree No.	Species	Size class	Age class	Public access	Condition	Works	Priority	Proximity	Water demand	Ash Dieback
2082	Yew	M	Y	H	Good.	No action.	-	1	M	
2083	Horse chestnut	L	M	H	Lowest branch to south exhibits some decay. Previous work carried out. Tree lacking vitality. Upper canopy sparsely foliated. Southern stem dying back.	Monitor at next inspection. Remove all deadwood in excess of 25mm in diameter.	U	2	M	
2349	Hawthorn	M	MI	H	Good, but twin stemmed from ground level. Ivy preventing thorough inspection.	No action.	-	2	H	
2350	Ash	M	MI	H	Crown biased to south. No tag.	No action.	-	2	M	3
A	Row of ash	S	Y	H	Good. Ash Dieback present.	No action.	-	1	M	3
B	Elm	S	Y	M	Dead.	Remove.	U	1	H	
C	Elm	S	Y	H	Dead.	Remove.	U	1	H	

ATTACHMENT 2

KEEN CONSULTANTS

Liz Berry
Billingshurst Town Council
Main Hall Roman Way
Billingshurst
West Sussex
RH14 9QW

20th August 2026

Dear Liz,

Site: Inspection of tree 2083, Church Path, Billingshurst

Following your request earlier in the year, I viewed tree 2083, a horse chestnut (*Aesculus hippocastanum*) at the southern end of Church Path, on the 17th August 2026. I have appended some photographs to the end of this letter.

The tree is circa 14m tall with average radial crown spread of 7m. Its trunk is circa 90cm diameter at 1.5m above ground level.

It stands to the east of the footpath, close to Station Road to the south and Carpenters to the west. Billingshurst Primary Academy lies south west of the tree, on the other side of Station Road.

Prior inspections of the tree have recorded a lack of vitality with sparse, undersized leaves and the presence of dead branches. Deadwood has been removed from the tree over the years and a large stem growing toward the east was removed in the past.

This inspection revealed the tree to be in a continuing state of decline; small, undersized leaves and dieback of the shoot tips. Also present at this inspection were layers of fungal fruiting bodies at circa 2m above ground level on the south eastern side of the stem, at the point where the subsidiary stem was removed (see Photograph 4 at Appendix 1). The fungus was identified as Dryad's Saddle (*Polyporous squamosus*). This is a common stem decay fungus of horse chestnut.

Horse chestnut wood is very poor at resisting the spread of decay. Unlike some trees, such as English oak, it is ineffective at forming barriers to resist the spread of decay, radially and vertically, within the infected stems. As the decay spreads, so it weakens the wood rendering it highly susceptible to fracture.

The tree is located in a highly frequented area, adjoining a footpath and carriageway. I have noted on prior inspections that children and parents dwell under, and near, the tree.

Given the high risk of stem breakage and the high frequency of occupation beneath the tree, remedial action is required.

The Studio, Timbers, Gables Road, Church Crookham, Fleet, Hampshire, GU52 6QY
+44(0)1252 850096 | mail@keenconsultants.co.uk | **keenconsultants.co.uk**

Keen Consultants is a trading name of Keen (Europe) Limited. Registered No. 12641584
Registered office: The Stables, Moneys Farm, Bottle Lane, Mattingley, Hampshire, RG27 8LJ

Firstly, I considered whether the tree could be pruned to reduce its size and reduce the risk of stem breakage to an acceptable level. However, pruning would need to be substantial, leaving a disfigured tree, large pruning wounds and the need for repeat pruning at circa 5-year intervals. The large pruning wounds would be susceptible to decay and this would render any regrowth also susceptible to failure. Pruning would be a short-term solution but not an enduring and sustainable solution.

Removal of the tree would overcome the risk from stem breakage. Whilst it is a drastic action it avoids the need for repeat maintenance and, perhaps of most benefit, frees space for replacement planting.

Mindful of the need to manage risk, manage budgets and sustain tree cover, I would advocate removal of the tree and the planting of a replacement.

Horse chestnut are prone to many pests and diseases and are proving to be an unsustainable species in modern times. However, there is nothing quite like them for flowering. Even though they are spectacular in flower, I would not recommend planting another as replacement. There are similar species that are more robust, for instance Yellow Buckeye (*Aesculus flava*). Alternatively, something more columnar in form (to avoid the compromise of proximate dwellings in the long-term) such as Liquidamber would swap summer flowering for bold autumn colour. The range of suitable replacement species is vast and others may have an equally suitable choice.

The tree is protected by tree preservation order (Tree T5 of the Clevelands, Station Road, Billingshurst Tree Preservation Order 1979) and an application for consent to remove it will need to made to Horsham District Council. This letter can be used to support the application.

Yours sincerely,

[redacted]

Jago Keen
Keen Consultants

Appendix 1 – Photographs



Photo 1 - Tree seen from Carpenters, to west of tree. Sparse, undersized leaves seen in upper crown.

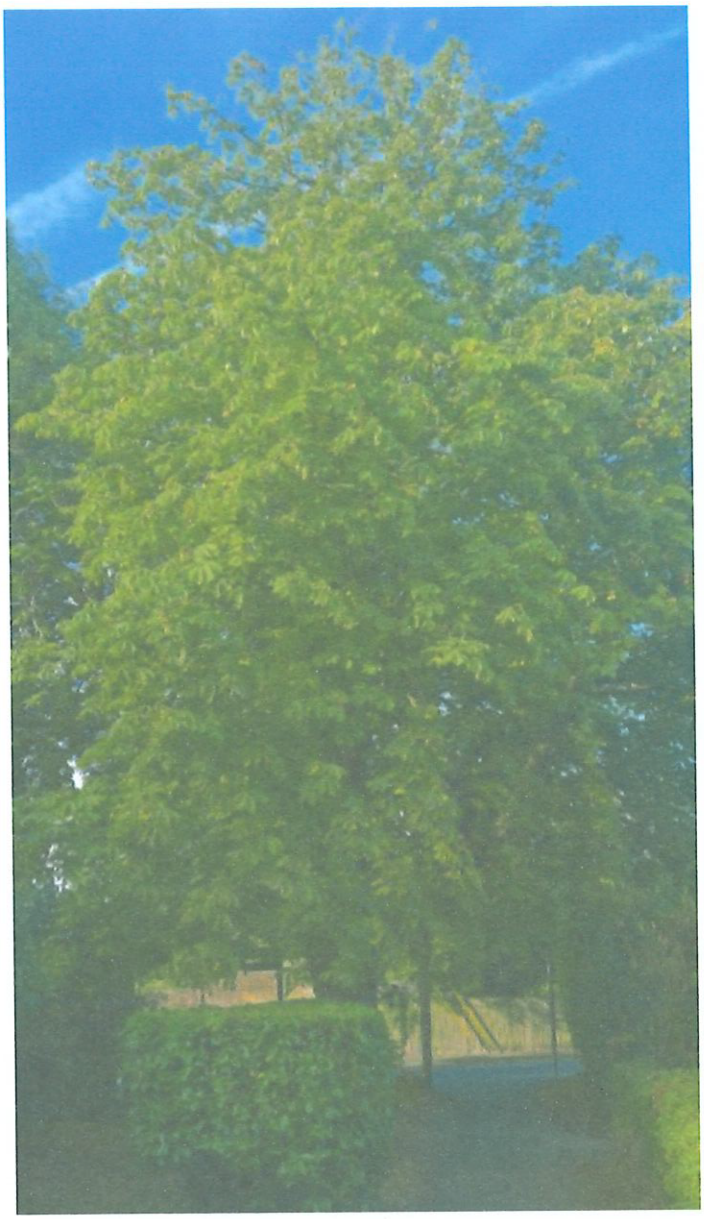


Photo 2 - Tree seen from the north, looking toward Station Road. Sparse, undersized leaves in upper crown. Larger leaf size present on adventitious shoots from lower stem.

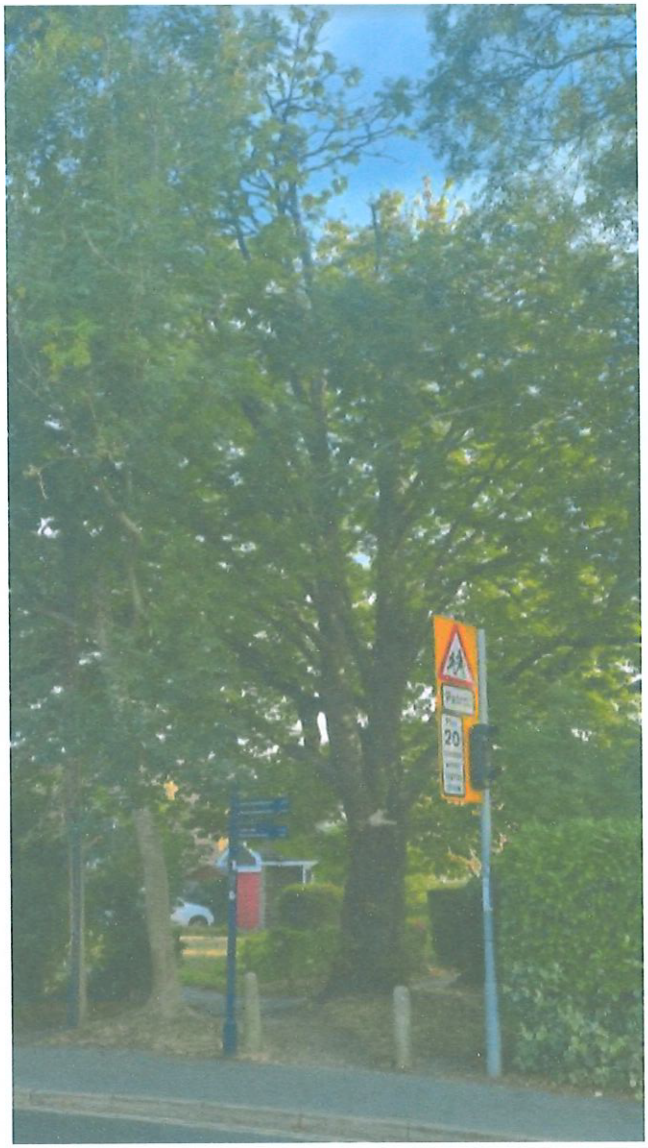


Photo 3 - Tree seen from south, alongside Station Road. Sparse, undersized leaves in upper crown. Pruning wound just visible at circa 2m above ground level.



Photo 4 - Stem of tree as seen from the south. Fungal fruit bodies seen at top of image, just left of the large pruning wound. Fallen, degraded fungal fruit body seen on ground to right hand side of stem.