Horsham District Council

HORSHAM DISTRICT COUNCIL
ALBERY HOUSE
SPRINGFIELD ROAD
RH12 2GB
- 3 MAR 2025
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RH12 2GB

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

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

Title:	MR
First name:	TIM
Last name:	WARD
Company (optional):	
Unit:	
House number:	
House suffix:	
House name:	THREALS COTTAGE
Address 1:	BIRCH TREE LANE
Address 2:	WEST CHILTINGTON
Address 3:	
Town:	PULBOROUGH
County:	WEST SUSSEX
Country:	
Postcode:	RH20 2RG

2. Agent Name and Address

Title:	MR
First name:	DAVID
Last name:	GRADY
Company (optional):	D. R. GRADY TREE SURGERY LTD
Unit:	
House number:	
House suffix:	
House name:	HORNBEAM COTTAGE
Address 1:	BOWER LANE
Address 2:	WEST CHILTINGTON
Address 3:	
Town:	PULBOROUGH
County:	WEST SUSSEX
Country:	
Postcode:	RH20 2RH

Trees Location

ll trees stand at the address shown in Question 1, go to Question
Otherwise, please provide the full address/location of the site
ere the tree(s) stand (including full postcode where available)

nit: | House number: | House suffix:

ouse
me:

ldress 1:

ldress 2:

ldress 3:

wn:

unty:

stcode
known):

he location is unclear or there is not a full postal address, either
scribe as clearly as possible where it is (for example, 'Land to the
r of 12 to 18 High Street' or 'Woodland adjoining Elm Road') or
ovide an Ordnance Survey grid reference:

escription:

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):

What Are You Applying For?

e you seeking consent for works to tree(s) bject to a TPO? ☐ Yes ☐ No

e you wishing to carry out works to tree(s) 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.

Identification Of Tree(s) And Description Of Works

ease 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 cessary. You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work. Where trees are otected by a TPO, please number them as shown in the First Schedule to the TPO where this is available. Use the same numbers on ur sketch plan (see guidance notes).

ease provide the following information below : tree species (and the number used on the sketch plan) and description of works. Where ees are protected by a TPO you must also provide reasons for the work and, where trees are being felled, please give your proposals for anting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with 1 standard ash in the same place.

T1,2,3,4,5 4X BEECH 1X CRAB APPLE, GROUP OF 5 TREES WORKING TOGETHER TO FORM ONE CANOPY.
HEIGHT IS APPROX 10 M, REDUCE BY 4m TO 6M
SPREAD IS APPROX 10m, REDUCE BY 2m EACH SIDE TO 6M.

THIS GROUP OF TREES ARE IN CLOSE PROXIMITY TO THE NEIGHBOURING PROPERTY, THEY PROVIDE A GOOD SCREEN BUT NEED TO BE PRUNED EVERY FEW YEARS TO KEEP THEM UNDER CONTROL. IF LEFT THEY WOULD BECOME TOO BIG IN HEIGHT AND SPREAD CREATING SHADE AND GROWING OVER NEIGHBORING PROPERTY.

T6 1X PRUNUS NIGRA – HEIGHT IS APPROX 8M, REDUCE BY 2M TO 6M SPREAD IS APPROX 6M, REDUCE BY 1M ~~TO~~ EACH SIDE TO 4M AGAIN, TO PREVENT EXCESSIVE SHADING AND MAINTAINING IT TO A SUITABLE SIZE FOR THE GARDEN.

3. 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.

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

Signed - Applicant:

[redacted]

Date (DD/MM/YYYY):

28/02/2025 (This date must not be before the date of sending or hand-delivery of the form)

12. Applicant Contact Details

Telephone numbers

Country code: [redacted] Extension

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

13. Agent Contact Details

Telephone numbers

Country code: [redacted] Extension

Country code:

Country code: Fax number (optional):

[redacted]

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)