

# 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

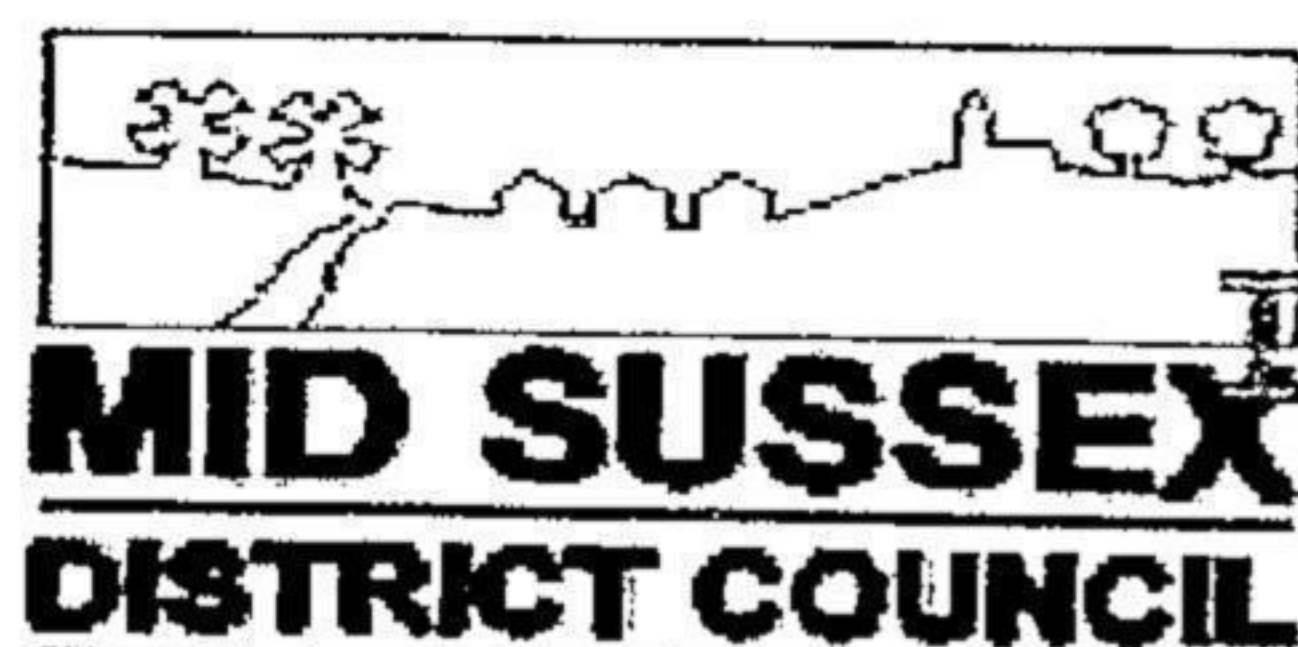
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## Local Planning Authority details:



Oaklands Road  
Haywards Heath  
West Sussex  
RH16 1SS

Switchboard: 01444 458166  
DX 300320 Haywards Heath 1  
Email: [servicesupport@midsussex.gov.uk](mailto:servicesupport@midsussex.gov.uk)  
[www.midsussex.gov.uk](http://www.midsussex.gov.uk)

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|----------------------|
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| Date Recd: OCT 2026  |
| Fee:                 |

## Publication on Local 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.

### 1. Applicant Name and Address

|                     |                  |               |       |
|---------------------|------------------|---------------|-------|
| Title:              | MR               | First name:   | BRIAN |
| Last name:          | DARKIN           |               |       |
| Company (optional): |                  |               |       |
| Unit:               |                  | House number: |       |
|                     |                  | House suffix: |       |
| House name:         | ESTCOES BARN     |               |       |
| Address 1:          | OFF COLLEGE LANE |               |       |
| Address 2:          |                  |               |       |
| Address 3:          |                  |               |       |
| Town:               | EAST GRINSTEAD   |               |       |
| County:             | WEST SUSSEX      |               |       |
| Country:            | ENGLAND          |               |       |
| Postcode:           | RH19 3LR         |               |       |

### 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:                | <input type="text"/> | House number: | <input type="text"/> | House suffix: | <input type="text"/> |
| House name:          | <input type="text"/> |               |                      |               |                      |
| Address 1:           | <input type="text"/> |               |                      |               |                      |
| Address 2:           | <input type="text"/> |               |                      |               |                      |
| Address 3:           | <input type="text"/> |               |                      |               |                      |
| Town:                | <input type="text"/> |               |                      |               |                      |
| County:              | <input type="text"/> |               |                      |               |                      |
| Postcode (if known): | <input type="text"/> |               |                      |               |                      |

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:

### 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

### 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" value="MR"/>               | First name:   | <input type="text" value="BRIAN"/> |
| Last name:          | <input type="text" value="DARKIN"/>           |               |                                    |
| Company (optional): | <input type="text"/>                          |               |                                    |
| Unit:               | <input type="text"/>                          | House number: | <input type="text"/>               |
| House name:         | <input type="text" value="ESTCOTS BARN"/>     |               |                                    |
| Address 1:          | <input type="text" value="off COLLEGE LANE"/> |               |                                    |
| Address 2:          | <input type="text"/>                          |               |                                    |
| Address 3:          | <input type="text"/>                          |               |                                    |
| Town:               | <input type="text" value="EAST GRINSTEAD"/>   |               |                                    |
| County:             | <input type="text" value="WEST SUSSEX"/>      |               |                                    |
| Country:            | <input type="text" value="ENGLAND"/>          |               |                                    |
| Postcode:           | <input type="text" value="RH193LR"/>          |               |                                    |

Telephone numbers

|                           |                           |                      |
|---------------------------|---------------------------|----------------------|
| Country code:             | National number:          | Extension number:    |
| <input type="text"/>      | <input type="text"/>      | <input type="text"/> |
| Country code:             | Mobile number (optional): |                      |
| <input type="text"/>      | <input type="text"/>      |                      |
| Country code:             | Fax number (optional):    |                      |
| <input type="text"/>      | <input type="text"/>      |                      |
| Email address (optional): |                           |                      |
| <input type="text"/>      |                           |                      |

### 6. Tree Preservation Order Details

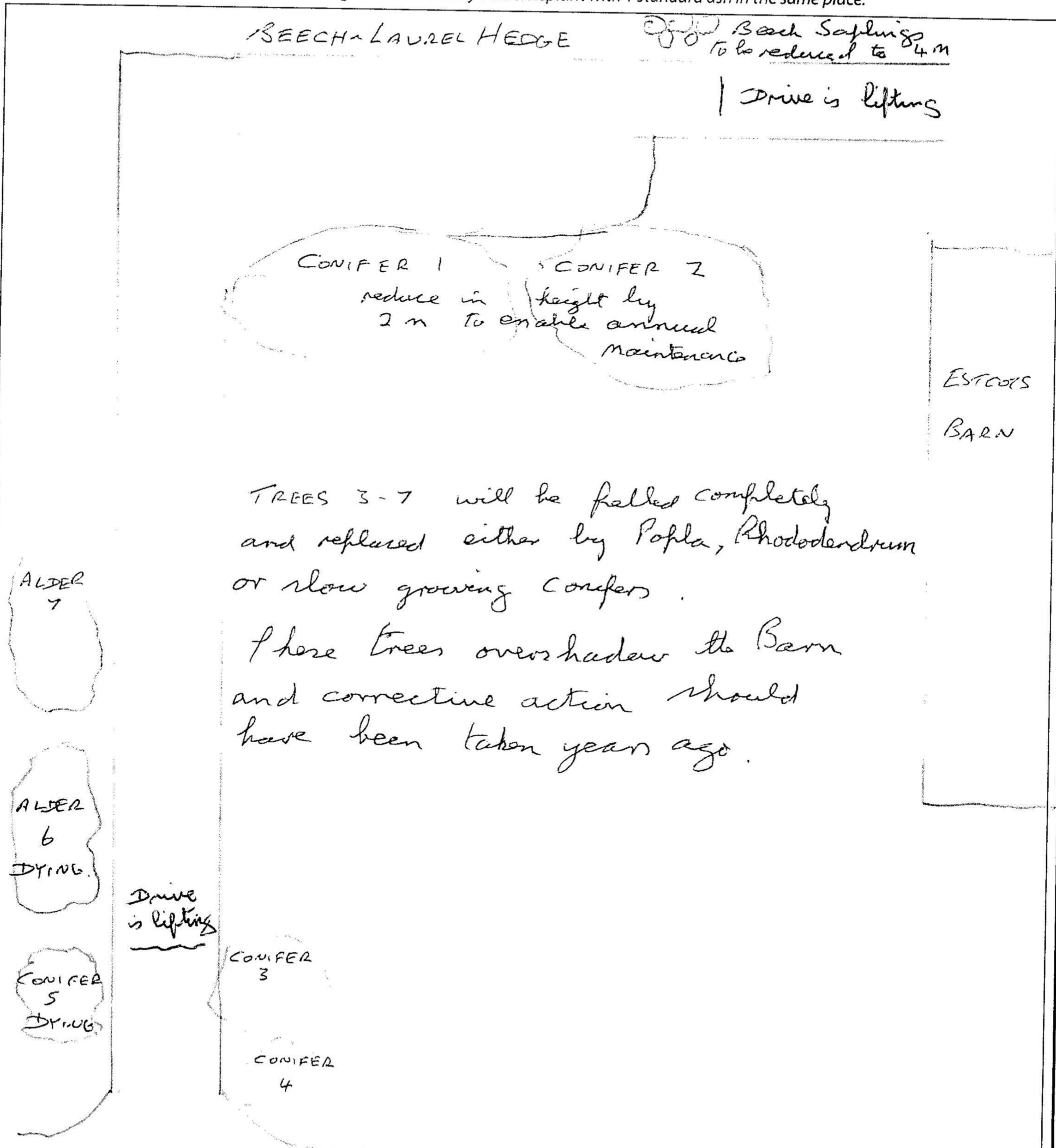
If you know which TPO protects the tree(s), enter its title or number below.

NOT KNOWN

## 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.



TREES 3-7 will be felled completely and replaced either by Poplar, Rhododendrum or slow growing conifers.

These trees overshadow the Barn and corrective action should have been taken years ago.

The owners of Estcote Farmhouse and Estcote Cottage have no objection to the proposals.

## 8. Trees - Additional Information

### 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.

*3 of the trees are dying and this is self evident*

2. **Alleged damage to property** - e.g. subsidence or damage to drains or drives. ☒ Yes ☐ No

If YES, you are required to provide for:

*DAMAGE TO DRIVE IS SELF EVIDENT.*

#### 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.

## 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 declare that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of those signing them.

Signed - Applicant

Or signed - Agent:

Date (DD/MM/YYYY):

14<sup>th</sup> Oct 2016

(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):

Dear Mr Darkin

Please be sure to tick

Ownership Box

provide a simple sketch

plan showing trees

and let us know how much

you want to reduce the

trees in terms of metrage

with a reason for the

proposed works.

Many thanks.

Application enclosed

Planning Services Division

Ann Biggs  
Assistant Director Planning and Sustainable Economy