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For Official use

App No: .....

Date Rec: .....

Fee: .....



## 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

Barncroft Drive

Address Line 2

Address Line 3

West Sussex

Town/city

Lindfield

Postcode

RH16 2NJ

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

Easting (x)

535037

Northing (y)

125406

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')

The section of W1 of interest lies to the rear of 3-13 Barncroft Drive - trees stand within the ownership of 18 & 19 Dukes Road.

## Applicant Details

### Name/Company

Title

Mr

First name

Andrew

Surname

Smith

Company Name

### Address

Address line 1

3 Barncroft Drive

Address line 2

Address line 3

Town/City

Lindfield

County

West Sussex

Country

Postcode

RH16 2NJ

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

### Contact Details

Primary number

Secondary number

Fax number

Email address

## Agent Details

Name/Company

Title

First name

Surname

Company Name

## Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

## 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?**

☒ Yes

☐ No

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

☒ Yes

☐ No

Please enter the title or number for each relevant Tree Preservation Order

LF/03/TPO/02

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

☐ No

If Yes, you are required to provide written aboricultural advice or other diagnostic information from an appropriate expert.

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

☐ 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

Tree Location Plan  
Tree Survey Schedule  
Recommended Tree 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

Tree 2, a semi-mature ash: remove. The tree overhangs the rear garden of number 3 and is of low quality in amenity terms. The tree is causing a nuisance to the resident i.e. leaves & twiggy debris in gutters & on the roof of the garden studio. This tree is very vulnerable to infection from dieback disease (ubiquitous in the area) in due course, with a limited likely useful life expectancy as a result. Given that the character of the woodland is likely to be entirely unaffected by the removal of this tree, it is recommended that it be removed.

Tree 3, a mature sweet chestnut. A branch at #7.5/8m overhangs the rear gardens of numbers 5 & 7 and dominates them. These gardens are also subject to falling prickly nut cases - it is recommended that the overhanging branch be removed back to the branch junction to facilitate the enjoyment of the outdoor space(s). This is extremely unlikely to alter the useful life expectancy of the tree and is also unlikely to detract from the amenity or biodiversity value of the woodland as a whole. Removal of the branch will, however, considerably improve the garden environment for the residents of the 5 & 7.

Tree 4, a sycamore: reduce crown to previous points. This is a routine repeat of a previous tree surgery work and is uncontroversial.

G5, a row of young cypress: cut back overhanging branches to the rear boundary lines of plots 3-11 as required. This will not detract from the (limited) screening function of this row of young cypress.

Tree 6, low-quality semi-mature sycamore: remove. This small tree is badly squirrel damaged & the lead stem has failed in high winds into the garden of number 13. The resident at number 13 is extremely concerned (understandably) about the safety of her (very) young children whilst playing in the garden. Indeed, they are not using this outdoor space at the moment, due to anxiety regarding falling branches - which is very regrettable. The loss of this small & poorly formed sycamore is again extremely unlikely to detract from the value of the W1 wooded strip either in biodiversity or amenity terms.

Tree 8 - Sweet chestnut - remove broken (attached) branch @ # 7m.

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

If No, please provide the address of the owner (if known and if different from the tree location)

### Name/Company

Title

First name

Surname

Company Name

### Address

Number

Suffix

Property Name

Address line 1

Address line 2

Address line 3

Town/City

Postcode

## Contact Details

Primary number

Secondary number

Fax number

Email address

## 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

James Bell

Date

08/10/2025