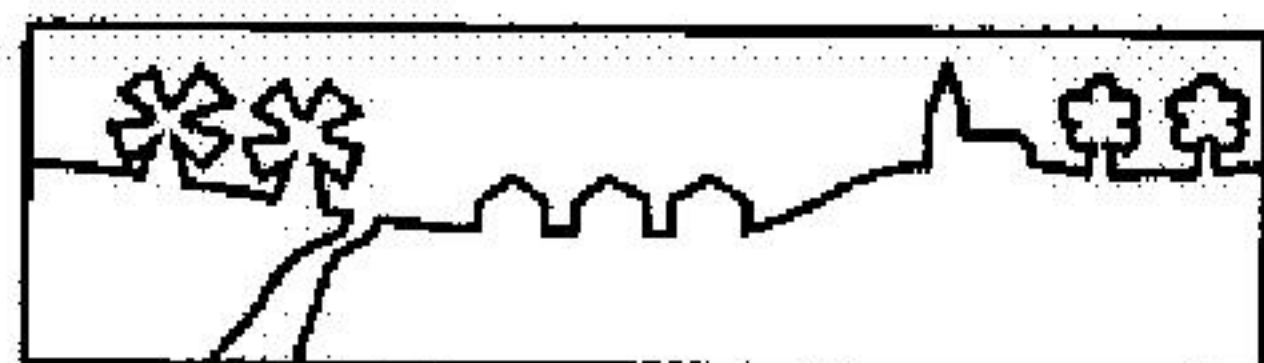




MID SUSSEX
DISTRICT COUNCIL

Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

Switchboard: 01444 458166
Fax: 01444 477461
DX 300320 Haywards Heath 1
Email: planninginfo@midsussex.gov.uk
www.midsussex.gov.uk

For official use

App No.

Date Rec.

Fee

11 JUN 2025

**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:		First name:	
Last name:	ST. MARGARET'S CHURCH		
Company (optional):	WEST HOATHLY		
Unit:		House number:	
		House suffix:	
House name:			
Address 1:	QUEENS SQUARE		
Address 2:	WEST HOATHLY		
Address 3:			
Town:	EAST GRINSTEAD		
County:	WEST SUSSEX		
Country:	ENGLAND		
Postcode:	RH19 4PP		

2. Agent Name and Address

Title:	MR	First name:	DEREK
Last name:	SHURVELL		
Company (optional):	N/A		
Unit:		House number:	
		House suffix:	
House name:	COURTLANDS NURSERIES		
Address 1:	CHILLING STREET		
Address 2:	SHARP THORNE		
Address 3:			
Town:	EAST GRINSTEAD		
County:	WEST SUSSEX		
Country:	ENGLAND		
Postcode:	RH19 4JF		

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:	ST. MARGARET'S CHURCH				
Address 1:	WEST HOATHLY				
Address 2:					
Address 3:					
Town:					
County:					
Postcode (if known):	RH19 4PP				

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:

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:	ST. MARGARET'S CHURCH		
Company (optional):	WEST HOATHLY		
Unit:		House number:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:	RH19 4PP		

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.

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.

5 YEARLY TREE SURVEY WAS CONDUCTED AT ST. MARGARET'S CHURCH YARD BY ALAN SCRABO OF HOLLY TREE SURGEONS ON MONDAY 3RD MARCH 2025

T1: PRUNUS CANOPY LOW OVER GRAVES. CROWN LIFT ALL ASPECTS 1 METRE.

T31: VERY LARGE MATURE YEW TREE: CANOPY LOW OVER PATHWAY. REDUCE BACK IN UNDULY LONG LATERALS 2-3 METRES TO GIVE AN 8 FT CLEARANCE OF PATH.

T30: LARGE MATURE PORTUGAL LAUREL: THIS TREE HAS GROWN HEAVILY INTO THE LARGE YEW

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

- T30 CONTINUED. SEVERAL MAJOR LIMBS TO BE REMOVED TO ACCOMPLISH THIS
- T27 LARGE DYING PRUNUS TREE: REMOVE TO NEAR GROUND LEVEL.
- T36 (TOP TERRACE) MATURE YEW: SEVERE DIE BACK THROUGHOUT THE CROWN. REDUCE THE TREE TO APPROX 5-6M. TO REGENERATE.
- T56 (BOTTOM OF LOWER CYANO) SEMI-MATURE SORBUS: TREE LEANING OVER 2M IS-SHAPED. ROOTS NOT SECURE. REMOVE TO NEAR GROUND LEVEL.
- T2 HOLLY: PREVIOUSLY IT HAS BEEN COPPED. REDUCE BACK THE SIDE OF THE HOLLY TO GIVE A 1M CLEARANCE OF THE WALL.
- T19 & T20 MATURE IRISH YEW: REMOVE 4 LIMBS THAT HANG DOWN LOW OVER THE FOOT PATH. TO GIVE CLEARANCE OF 8FT ABOUT THE PATH WAY.
- T14 MATURE YEW: CROWN LIFT ABOUT PATH TO GIVE 8FT CLEARANCE.
- T13 MATURE LARGE SILVER BIRCH: TREE TO HAVE MAJOR DEAD WOOD REMOVED. TREE TO BE INSPECTED AT TOP OF CROWN FOR ANY DEFECTS.
- T7 MATURE OAK: REMOVE MAJOR DEAD WOOD AND TARGET PRUNE ANY BROKEN LIMBS.
- T5 & T4 MATURE YEW TREES: TARGET PRUNE STUBS FROM THE LOWER PART OF THE CROWN CANOPY. CROWN LIFT THE TREES TO 5.5 METRES ABOVE THE HIGHWAY.
- T3. LARGE MATURE YEW: TARGET PRUNE DAMAGED LIMBS, ROADSIDE OF TREE. CROWN LIFT ROADSIDE TO 5.5 METRES ABOVE THE HIGHWAY.

8. Trees - Additional Information

Additional information may be attached to electronic communications or provided separately in paper format.

For all trees

SKETCH PLAN OF CHURCHYARD INCLUDED.

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.

MANOR HOUSE

QUEENS SQUARE.

NORTH LAWS

THE CAT
POB

BOUNDARY HEDGE

CHURCH

ST. MARGARET'S
CHURCH
WEST HOATHLY
RH19 4PP

CHURCH

TOP TERRACE

OT36

OT27

GRASS
BANK

HEDGE

WALL

OT2*

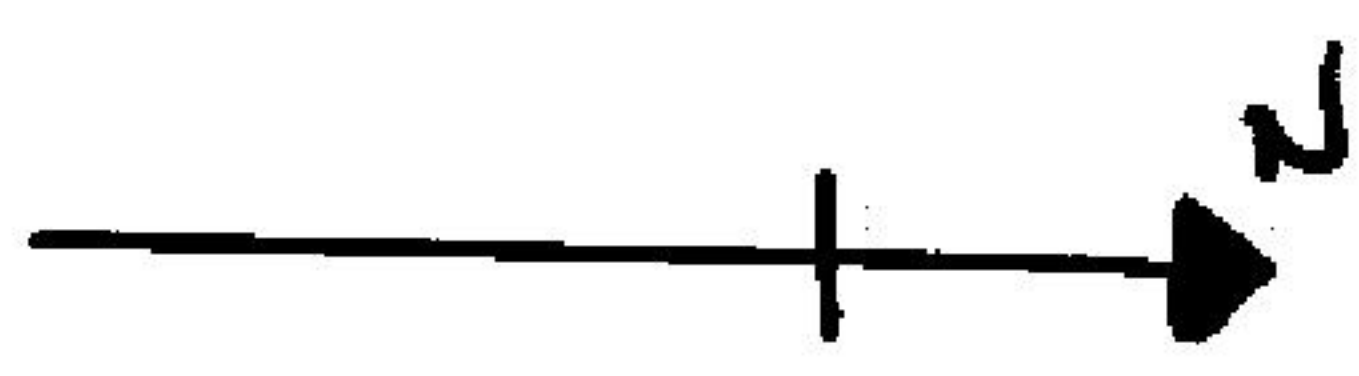
HEDGE

KEY

T1	PRUNUS	
T2*	HOLLY	
T3	YEW (MATURE)	
T4	YEW	
T5	YEW	T31 YEW
T7	OAK	T36 YEW
T13	SILVER BIRCH	T56 SORBUS
T14	YEW	
T19	IRISH YEW	
T20	IRISH YEW	
T27	PRUNUS (DYING)	
T30	PORTUGAL LAUREL	

LOWER CHURCHYARD

T56
O



9. Authority Employee / Member

With respect to the Authority, I am:

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

② A MEMBER OF THE CONGREGATION WITH RESPONSIBILITY FOR THE CHURCHYARD.

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:

Or signed - Agent:

Date (DD/MM/YYYY):

10/06/2025

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

12. Applicant Contact Details

Telephone numbers

VICAR REV'D HENRY WILKIN

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