

Application for tree works

Works to trees subject to a tree preservation order (TPO) and/or
notification of proposed works to trees in a conversation area

Town and Country Planning Act 1990

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

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. 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 regard 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 Authority details



North East Lincolnshire Planning

Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire, DN31 1HU

Tel: 01472 326289 | Email: planning@nelincs.gov.uk

Working in partnership

Publication of application 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 details

Title	
First name	
Last name	
Company (optional)	
Unit, house number or house Suffix	
Address lines 1 to 3	
Town	
County	
Postcode	
Contact number	
Email address (optional)	

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 rears of 12 to 18 High Street' or 'woodland adjoining Elm Road') or provide an Ordnance Survey grid reference:

Location description

2. Agent details

Title	
First name	
Last name	
Company (optional)	
Unit, house number or house Suffix	
Address lines 1 to 3	
Town	
County	
Postcode	
Contact number	
Email address (optional)	

3. Trees location

Is 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 or house Suffix	
Address lines 1 to 3	
Town	
County	
Postcode	

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 rears of 12 to 18 High Street' or 'woodland adjoining Elm Road') or provide an Ordnance Survey grid reference:

Location description

4. Trees Ownership

Title	
First name	
Last name	
Company (optional)	
Unit, house number or house Suffix	
Address lines 1 to 3	
Town	
County	
Postcode	
Contact number	
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 conversation area? Yes No

6. Tree Preservation Order details

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

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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. You might find it useful to contact the 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 TRO 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.

For example: Oak (T3) – fell because of excessive shading and low amenity value. Replace with 1 standard ash in the same place.

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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 conversation 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)** - 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** – Subsidence or damage to drains or drives.

Yes No

If YES, you are required to provide:

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: 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 (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 details 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 of staff
- 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 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

(See question 8)

- A sketch plan showing the location of all trees

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?
 - 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:

OR

Signed – Agent:

Date: