

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:



planning.general@gravesham.gov.uk / 01474 33 73 91
 Civic Centre, Windmill Street, Gravesend DA12 1AU

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:	MRS	First name:	MARGARET
Last name:	GRANSDEN		
Company (optional):			
Unit:	2	House number:	
		House suffix:	
House name:			
Address 1:	PITFIELD DRIVE		
Address 2:			
Address 3:			
Town:	MED PHAM		
County:	KENT		
Country:	DAISOAY		

2. Agent Name and Address

Title:	MR.	First name:	A.C.
Last name:	AUSTIN		
Company (optional):	AUSTIN TREWORK		
Unit:		House number:	
		House suffix:	
House name:	CHATELNEY		
Address 1:	MANOR DRIVE		
Address 2:			
Address 3:			
Town:	HARTLEY		
County:	KENT		
Country:			
Postcode:	DA3 8AN		

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:					
Address 1:					
Address 2:					
Address 3:					
Town:					
County:					
Postcode (known):					

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:

What Are You Applying For?

Are you seeking consent for works to tree(s) ☐ Yes ☒ No subject to a TPO?

Are you wishing to carry out works to tree(s) ☒ Yes ☐ No in a conservation area?

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:	MR	First name:	ANDREW
Last name:	TREVATT		
Company (optional):			
Unit:		House number:	
House name:	BASQUE COTTAGE		
Address 1:	WROTHAM ROAD		
Address 2:			
Address 3:			
Town:	MEOPHAM		
County:	KENT		
Country:			
Postcode:	DA13 0QA		

Telephone numbers	Extension number:
Country code:	
Country code:	Mobile number (optional):
Country code:	Fax number (optional):
Email address (optional):	

6. Tree Preservation Order Details

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

0. 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)

Give 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?



1. 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:

[Redacted Signature]

[Redacted Signature]

Date (DD/MM/YYYY):

25/1/2026

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

25.1.26

2. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

[Redacted Email Address]

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):

[Redacted Email Address]

3. 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)

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.

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)

☐ Yes ☒ No

Are you providing separate information (e.g. an additional schedule of work for Question 7)?

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.

4. 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.

AUSTIN TREEWORX

TELEPHONE
01474 703641

LOPPING-PRUNING
TOPPING-FELLING
STUMP GRINDING

"CHATENAY"
MANOR DRIVE
HARTLEY
KENT
DA3 8AN

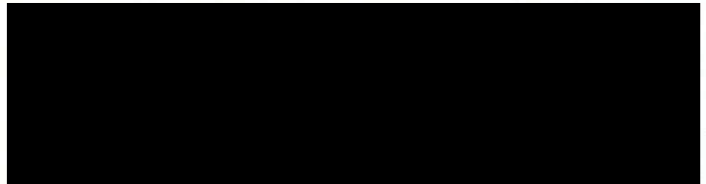
25-1-26

TO. GRAVESTHAM PLANNING

re. Trees @ Basque Cottage.

I confirm that I have
contacted the householder at
the above address and that
they have no objection to
the tree work proposed by
the applicant Mrs. Gransden.

Yours faithfully



SKETCH DEPICTING TREES
IN BASQUE COTTAGE @ REAR
OF NO 2 PITFIELD DRIVE

MIXED
HEDGROW
TO BE
ADVISED
BY NOMER
THAN 3M

2 PITFIELD
DRIVE
DA13 0AY

↑
BOUNDARY
↓

BASQUE COTTAGE
DA13 0ZA

← WROTHAM ROAD →