

# 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

### Privacy Notice

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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 regards 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 Planning Authority details:

**Gravesham**  
Borough Council



[planning.general@gravesham.gov.uk](mailto:planning.general@gravesham.gov.uk) / 01474 33 73 91  
Civic Centre, Windmill Street, Gravesend DA12 1AU

### Publication of applications 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 Name and Address

|                     |            |               |        |               |
|---------------------|------------|---------------|--------|---------------|
| Title:              | MR         | First name:   | THOMAS |               |
| Last name:          | MARSHALL   |               |        |               |
| Company (optional): |            |               |        |               |
| Unit:               |            | House number: | 3      | House suffix: |
| House name:         | BARN HOUSE |               |        |               |
| Address 1:          | THE STREET |               |        |               |
| Address 2:          |            |               |        |               |
| Address 3:          |            |               |        |               |
| Town:               | SHORNE     |               |        |               |
| County:             | KENT       |               |        |               |
| Country:            | UK         |               |        |               |
| Postcode:           | DA12 3EA   |               |        |               |

#### 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:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (if 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:

### 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:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

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"/> |                           |                      |

### 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.

1. LARGE BEECH - reduced by 30% and thinned.
2. HORSE CHESTNUT - Pollarded
3. LARGE CHERRY - pollarded
4. LARGE CYPRESS CONIFER - REMOVED
5. TREE OF HEAVEN - pollarded back to knuckles.

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

## 8. Trees - Additional Information

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

### 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.

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.

## 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.

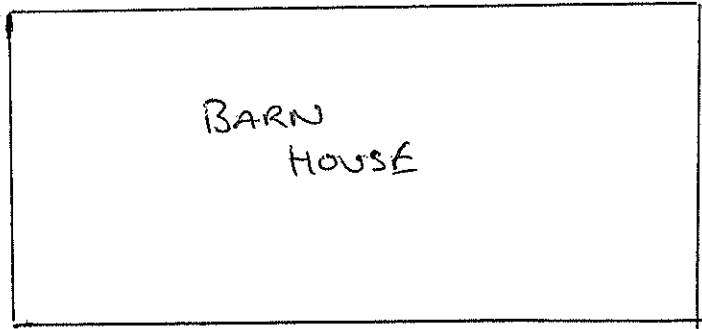
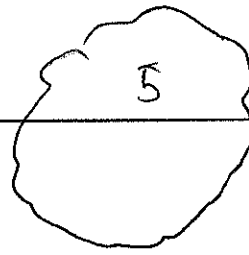
Do any of the following statements apply to you and/or agent? ☐ Yes ☒ No

With respect to the authority, I am:

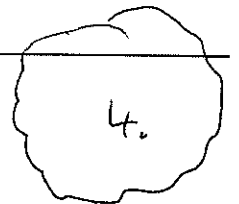
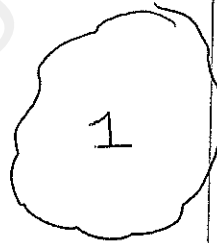
- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

THE STREET



NEIGHBOUR'S  
BOUNDARY.



- ① LARGE BEECH TREE.
- ② HORSE CHESNUT TREE
- ③. LARGE CHERRY
- ④ LARGE CYPRESS CONIFER
- ⑤ TREE OF HEAVEN .