

# Planning Application Guidance Note



Tree preservation and/or Conservation Area trees

## Notes for guidance for householders when submitting a planning application for works to trees subject to a Tree Preservation Order (TPO) and/or works to trees in a Conservation Area.

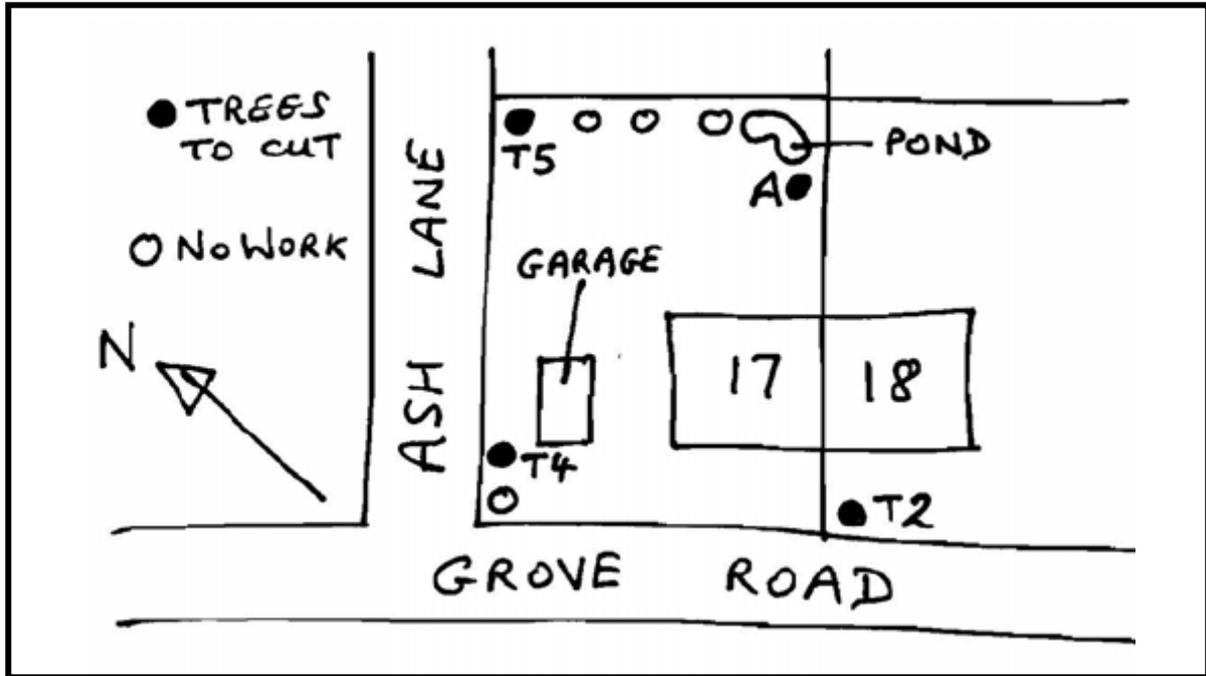
Applications can be made electronically through the Planning Portal or by sending it by e-mail to the Council's Website Homepage at [planning@adur-worthing.gov.uk](mailto:planning@adur-worthing.gov.uk) You can also download paper copies of the form to fill out by hand.

This information sheet is to assist you in submitting your application. It sets out the details of plans and information to be submitted in connection with your application. If however you would prefer a pre-application meeting please feel free to call on 01903 221065 to discuss the matter.

### You will need to provide the following:-

1. A complete application form for works to a tree subject to a TPO and/or notification of proposed works to trees in a conservation area. Download a paper copy here: [www.planningportal.gov.uk/uploads/appPDF/Y3805Form031\\_england\\_en.pdf](http://www.planningportal.gov.uk/uploads/appPDF/Y3805Form031_england_en.pdf)  
Or apply online here: [www.planningportal.gov.uk/planning/applications/planningapplications](http://www.planningportal.gov.uk/planning/applications/planningapplications)
2. You don't have to own the tree(s) to apply for consent but it is good practice and highly recommended that you let the owner know what you are proposing. You will still need to get any necessary agreements or permissions from the owner before carrying out any work permitted. The owner of the tree is usually the owner of the land on which it grows. Please provide their address if it is different to the site where the tree(s) are growing.
3. Where a tree grows on a boundary and is a joint responsibility please provide a separate explanation of tree ownership.
4. If the tree(s) are subject to a TPO you can call the Council planning department to find out the reference number on 01903 221065 or by emailing [planning@adur-worthing.gov.uk](mailto:planning@adur-worthing.gov.uk)
5. Please specify the exact type of works proposed to the tree(s). This should be in the form of an Arboriculturist report or quote from a Tree Surgeon. The description of works should be in metric, and should describe tree/branch reductions in relation to lateral spread (for crown reductions) and from ground floor level (for crown lifts) crown thinning by % is acceptable. Details of how to find a professional can be found at the end of this guidance in the 'Other useful numbers' box.
6. If you are having difficulty in identifying the tree(s) on site please see the following guide on our website for help: [www.adur-worthing.gov.uk/planning-policy/conservation-and-heritage/trees](http://www.adur-worthing.gov.uk/planning-policy/conservation-and-heritage/trees)
7. Please provide a sketch map of the site indicating where the trees identified for works are located in relation to either an onsite building or boundary. Please indicate North on this plan. **An example is shown overleaf** with phone numbers to contact the Council's Planning Department should you require a copy of the TPO plan or further assistance.
8. There is no fee for this type of application. But please ensure the application form is completed in full with your detailed list of works from your Arboreaculturalist or Tree Surgeon.

9. Here is an example of a sketch plan that you will need to provide with your application. It shows indicating three trees to be worked on (T1, T2 & T3) in relation to the house and the road.



Please send your completed application to Adur and Worthing Councils, Planning Services, Regeneration and Wellbeing, Portland House, 44 Richmond Road, Worthing, West Sussex ,BN11 1HS, or via e-mail: [planning@adur-worthing.gov.uk](mailto:planning@adur-worthing.gov.uk)

If the application is not satisfactorily completed it may be returned for amendment or further information causing delay in the consideration of your proposal.

Should you require further clarification or additional information, please do not hesitate to contact a Planning Technician on 01903 221353, 01903 221391, or via e-mail: [planning@adur-worthing.gov.uk](mailto:planning@adur-worthing.gov.uk)

***Other useful numbers:-***

***Arboricultural Association***

[www.trees.org.uk](http://www.trees.org.uk)

01242 522152 or email [admin@trees.org.uk](mailto:admin@trees.org.uk)

***Institute of Chartered Foresters***

[www.charteredforesters.org/](http://www.charteredforesters.org/)

0131 240 1425

For help with the maintenance of street trees please contact:

***West Sussex County Council***

01243 642105 or visit their website on

[www.westsussex.gov.uk/default.aspx?page=10169](http://www.westsussex.gov.uk/default.aspx?page=10169)

For trunk roads ***The Highways Agency***

[www.highways.gov.uk/default.aspx](http://www.highways.gov.uk/default.aspx)

0300 123 5000 or email [ha\\_info@highways.gsi.gov.uk](mailto:ha_info@highways.gsi.gov.uk)



**Planning, Regeneration & Wellbeing**

Portland House, 44 Richmond Road, Worthing, BN11 1HS

Telephone: 01903 221065. Fax: 01903 221072. Email [planning@adur-worthing.gov.uk](mailto:planning@adur-worthing.gov.uk)