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

Publication of planning applications on planning authority websites

Please note that with the exception of applicant contact details, the information provided on this application form and in supporting documents may be published on the authority's website.

If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the authority's website, please contact the authority's planning department.

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:	Mr	
First name:	John	
	Potter	
Company (optional):	NA	
Unit:	House number: 1	House suffix:
Address 1:	Tinkers Lane	
Address 2:	Sawtry	
Address 3:		
Town:	Huntingdon	
County:	Cambs	
Country:	UK	
Postcode:	PE28 5TF	

2. Agent name and address NA		
Title:		
First name:		
Last name:		
Company (optional):		
Unit:	House number:	House suffix:
Address 1:		
Address 2:		
Address 3:		

2. Agent name and address		
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:		
Country:		
Postcode:		
The two leylandii stretches affected are shown as A-A and B-B on the attached map, AnnesleyCloseLeylandii, and are each approximately 35 metres in length. The L-shaped hedging have northern and easting co-ordinates [52.440316, -0.282972], [52.440107, -0.282613] and [52.440252, -0.282210].		

4. Trees ownership		
Is the applicant the owner of the tree(s): Yes X 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:
Address 1:		
Address 2:		
Address 3:		
Town:		
County:		
Country:		
Postcode:		
Telephone numbers: Country code: Country code: Country code:	 National number: Mobile number: Fax number:	

4. Trees ownership
Email address: [redacted]

5. What are you applying for?
Are you seeking consent for works to tree(s) subject to a TPO? **No**
Are you wishing to carry out works to tree(s) in a conservation area? **Yes**

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
This is a Section 211 request to reduce leylandii trunks in a conservation area on my border with Annesley Close. Both Councillor Simon Bywater and I have received requests from residents of Annesley Close who are concerned about the height and density of the leylandii. Following a previous Section 211 approval, the leylandii bordering my grounds from 5 Tinkers Lane to 48 Annesley Close were reduced. If approved, this application would benefit the residents from 24 to 46 Annesley Close, improving light levels and reducing shading to their homes and gardens.

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.

8. Trees – additional information

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) – for example, it is diseased or you have fears that it might break or fall: **No**
If yes, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

Alleged damage to property – for example subsidence or damage to drains or drives.
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 (such as 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 (for example, an additional schedule of work for Question 7)? **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. 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 Question8)

- Have you stated reasons for the proposed works? ☐

9. Application for tree works - Checklist
• Have you 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 ☐ • Have you included all other information listed in Question 8? ☐

10. Declaration - trees
I/we hereby apply for consent/give notice for tree work as described in this form and the accompanying plans and additional information.
Signed – applicant: J Potter
Or signed – agent:
Date 20 February 2025

11. Applicant contact details	
Telephone numbers	
Country code: 44	National number: [redacted]
Country code: 44	Mobile number: [redacted]
Country code:	Fax number: NA
Email address: [redacted]	

12. Agent contact details NA	
Telephone numbers	
Country code:	National number:
Country code:	Mobile number:
Country code:	Fax number:
Email address:	

Electronic communication - If you submit this form by fax or email we may communicate with you in the same manner.

Planning Services,
Pathfinder House,
St Mary's Street,
Huntingdon,
Cambs,

PE29 3TN
Email: mail@huntsdc.gov.uk
Tel: 01480 388418

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