

Kirklees Council Planning Services (Trees) PO Box 1720 Huddersfield HD1 9EL

PLAN NO.					
DATE LODGED			to Starting III		
RECEIPT NO.		FEE RECEIVED			
CASH	CHEQUE		OTHER		
KIRKLEES COUNCIL - RESPONDING TO THE RECESSION VALIDATION CHECKLIST: SUPPLY 1 COPY (PLUS THE ORIGINAL)					

Please email completed forms to trees.planning@kirklees.gov.uk or post to the address above

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

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.

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	2. Agent Name and Address		
Title: First name:	Title: First name:		
Last name:	Last name:		
Company (optional):	Company (optional):		
Unit: House number: House suffix:	Unit: House number: House suffix:		
House name:	House name:		
Address 1:	Address 1:		
Address 2:	Address 2:		
Address 3:	Address 3:		
Town:	Town:		
County:	County:		
Country:	Country:		
Postcode:	Postcode:		

3. Trees Location	4. Trees Ownership
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)	Is the applicant the owner of the tree(s): If 'No' please provide the address of the owner (if known and if different from the trees location)
Unit: House House	Title: First name:
number: sumx:	Last name:
House name:	Company (optional):
Address 1:	Unit: House House suffix:
Address 2:	House name:
Address 3:	Address 1:
Town:	Address 2:
County:	Address 3:
Postcode (if known):	Town:
If the location is unclear or there is not a full postal address, either	County:
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:	Country:
Description:	Postcode:
	Telephone numbers Extension
	Country code: National number: number:
	Country code: Mobile number (optional):
	Country code: Fax number (optional):
	Email address (optional):
	Eman address (optional).
E What Are Veu Applying For?	6. Tree Preservation Order Details
5. What Are You Applying For?	If you know which TPO protects the tree(s), enter its title or number
Are you seeking consent for works to tree(s) Yes No subject to a TPO?	below.
Are you wishing to carry out works to tree(s)	
in a conservation area?	
7. Identification Of Tree(s) And Description Of Works Please identify the tree(s) and provide a full and clear specification o necessary. You might find it useful to contact an arborist (tree surger	
protected by a TPO, please number them as shown in the First Scheo your sketch plan (see guidance notes).	dule to the TPO where this is available. Use the same numbers on
Please provide the following information below: tree species (and the	ne number used on the sketch plan) and description of works. Where
planting replacement trees (including quantity, species, position and E.g. Oak (T3) - fell because of excessive shading and low amenity value.	
1	

7. Identification Of Tree(s) And Description Of Works — continued					
8. Trees - Additional Information					
Additional information may be attached to electronic communications or provided separa	tely in paper 1	format.			
For all trees A sketch plan clearly showing the position of trees listed in Question 7 must be provided when a by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservatio 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: If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert. 	Yes	□ No			
 Alleged damage to property - e.g. subsidence or damage to drains or drives. If YES, you are required to provide for: 	Yes	No			
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 o	damage and po	ossible 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 With respect to the Authority, I am: (a) a member of staff (b) an elected member (c) related to a member of st (d) related to an elected member (d) related to an elected member	nber	Do any of these statemer Yes	nts apply to you?				
Tres, please provide details of the name, relationship and	11010						
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 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 (se 	e Question 8)						
For all trees (see Question 7) • Clear identification of the trees concerned • A full and clear specification of the works to be ca	arried out						
For works to trees protected by a TPO (see Question 7)			Ш				
Have 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? 							
11. Declaration - Trees /we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional nformation. 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:							
D-1- (DD (MMANAAA)	[
Date (DD/MM/YYYY): (This date must not be before t of sending or hand-delivery of	he date the form)						
12. Applicant Contact Details	13. Aç	ent Contact Details					
Telephone numbers	tension Telepho	one numbers	Extension				
	umber: Countr	y code: National number:	number:				
Country code: Mobile number (optional):	Countr	y code: Mobile number (o	otional):				
Country code: Fax number (optional):		y code: Fax number (optio	nal):				
Email address (optional):		ddress (optional):	0000002				

 $Electronic\ communication\ -\ If\ you\ submit\ this\ form\ by\ fax\ or\ e-mail\ the\ LPA\ may\ communicate\ with\ you\ in\ the\ same\ manner.$

(Please see guidance notes)