

**Application for works to protected trees: works to trees
subject to a Tree Preservation Order (TPO) and/or
notification of proposed works to trees in a conservation
area and/or condition of planning approval.**

Planning Act (Northern Ireland 2011)

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The Planning (Trees) Regulations (Northern Ireland) 2015

You must use this form if you are applying for work to trees protected by a tree preservation order (TPO), or subject to a planning condition. 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.

Please complete using block capitals and black ink.

1. Applicant Name and Address

Title:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>		
Company (optional):	<input type="text"/>		
Unit:	<input type="text"/>	House number:	<input type="text"/>
		House suffix:	<input type="text"/>
House name:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Town and Postcode:	<input type="text"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>		
E-mail:	<input type="text"/>		
Telephone:	<input type="text"/>		

2. Agent Name and Address

Title:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>		
Company (optional):	<input type="text"/>		
Unit:	<input type="text"/>	House number:	<input type="text"/>
		House suffix:	<input type="text"/>
House name:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Town and Postcode:	<input type="text"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>		
E-mail:	<input type="text"/>		
Telephone:	<input type="text"/>		

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 St reet' 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:

Area code:

Telephone number:

Mobile number (optional):

Fax number (optional):

Email address (optional):

5. What Are You Applying For?

a) Are you seeking consent for works to tree(s) subject to a TPO?

☐ Yes ☐ No

b) Are you seeking consent for works to tree(s) covered by a planning condition?

☐ Yes ☐ No

c) Are you wishing to carry out works to tree(s) in a conservation area?

☐ Yes ☐ No

6. Tree Preservation Order/Condition Details

If you know which TPO/condition 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 in accordance with BS 3998:2010 - Tree Work: Recommendations. Continue on a separate sheet if necessary. It is preferred that your application be accompanied by either an arboriculturist or independent professional report justifying the proposed 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 or ordnance survey map (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 or planning condition, 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 as a result of visible Ganoderma brackets. Replant with 1 extra heavy standard ash in the same location.*

Type of Tree	No. on Sketch	Description of Proposed Works (see guidance notes)	Reason for Work (proposed replacement planting if required)
E.g.: Oak	E.g.:T 3	E.g.: Crown reduce in height by 2m	E.g. General maintenance and also reduce from electricity line

7. Identification of Tree(s) and Description of Works continued...

Type of Tree	No. on Sketch	Description of Proposed Works	Reason for Work (proposed replacement)

8. Trees - Additional Information

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

For all trees

A sketch plan or map clearly showing the position of trees listed in Question 7 must be provided when applying for all works to protected trees. (see guidance notes).

For works to trees covered by a TPO or planning condition

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:

If YES, you may be required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

☐ Yes

☐ No

2. **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 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

With respect to the Authority, I am:

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

Do any of these statements apply to you?

☐ Yes

☐ No

If Yes, please provide details of the name, relationship and role

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 map/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 or planning condition

(see Question 7)

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?

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11. Declaration - Trees

I/ we hereby apply for 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:

Date (DD/MM/YYYY):

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

The Council will process your information in line with the GDPR requirements. Information collected will not be transferred to countries outside the EEA. All information collected and processed may be subject to audit. The Council may also process the information for research purposes carried out in the public interest. All information will be held in accordance with the Council's retention and disposal schedule (see <http://www.antrimandnewtownabbey.gov.uk/Council>) and will be disposed of securely when no longer required. You have a number of rights with regard to data we hold on you – for further information see the Information Commissioner's website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter:

Data Protection Officer

Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB

T: 028 94 463113

E: DPO@antrimandnewtownabbey.gov.uk

If you are not satisfied with our response, or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO).