

CDC  
03 NOV 2016  
POST ROOM

Cedar Court  
Water Lane  
STEEPLE ASTON  
Oxon  
OX25 4SB

1<sup>st</sup> November 2016

Public Protection and Development Management  
Cherwell District Council  
Bodicote House  
Bodicote  
BANBURY  
OX15 4AA



Dear Sir/Madam,

**PROPOSED TREE WORKS AT THE ABOVE ADDRESS**

Please find attached an application for tree works in respect of the above address. We also enclose an outline plan of the garden and the trees. For interest only we have marked with an "x" the location of the trees (smaller ornamental trees) we have planted since arriving here five years ago.

In this application we are applying basically to continue our maintenance programme of the mature trees in our garden. As we have mentioned before the sycamores were badly crowned 25 years ago well before we arrived. As a result now have a lot of unsafe top growth which is a danger to the neighbouring public house and some rotting at the point where they were lopped at that time. What we would like to do is to fell 4 trees this time and pollard two more so as to create space for the healthier more upright trees to branch out and make better crowns. One tree we wish to pollard to make it safe and the other we wish to keep within the general tree grouping of its area.

The trees we wish to have felled are marked in red on the plan as follows:

Nos. 1 and 2 are the outer members of a group of three near the front gate. Despite careful pruning some years ago No.1 is not in good shape. No.2 is too close to other trees.

No.3 is now standing in front of and too close to the Yew tree and Cypress tree marked. Both the Yew and Cypress have benefitted from other trees being felled and have become lovely mature trees. For this reason tree no.3 is impeding their development and has become top heavy.

No.4 is one of a pair and is leaning and taking light from the other (which was pruned successfully before and, if given space, will become quite a nice full crowned tree)

The trees we wish to pollard are marked in blue:

No. 5 would be the remaining tree out of the three by the gate. It is upright and because a shorter tree is easier to attend to it's shape and growth would be managed to the best of our ability.

No.6 is a double trunk tree which was pruned before because it was overhanging the Red Lion dining room. Whilst it is now under control the publican of the Red Lion has advised us that on windy days it sways in a disturbing manner over their dining hall. We would propose to pollard it because we do not want to lose a tree in this place but wish to reassure the Landlords. As with the other pollarded tree, it would be manageable by us on a regular basis which would be a good neighbourly act.

No.7 marked in yellow is a tree which was pruned at the last application as the top was totally rotten. The tree surgeon also found it to be rotten inside and advised us that it would need to be felled completely. It is easy to see the damage that the tree has sustained over the years.

I hope very much that you will allow us to undertake this work.

May we assure you as ever that we love trees and would not undertake any work which we did not think was necessary.

Yours faithfully

  
Martin and Ruth Dale



**KEY TO SKETCH MAP OF TREES IN THE GARDEN OF CEDAR COURT ,WATER LANE, STEEPLE ASTON.**

1. All trees present in the garden before we arrived are named.
2. All trees planted by us are marked "x" and are smaller species than sycamore eg. Birch.
3. Numbered Sycamores we propose to fell are marked in red :
4. Numbered sycamores we propose to pollard are marked in blue:
5. The large rotten tree is marked in yellow:

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](http://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

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

### 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):

### 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.

N/A

### 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.

Eg. Oak (T3) - fall because of excessive shading and low amenity value. Replant with 1 standard ash in the same place.

## PLEASE SEE ACCOMPANYING LETTER AND SKETCH MAP

## 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

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

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 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 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?

### 11. Declaration - Trees

I/we hereby apply for planning permission/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.

Or signed - Agent:

Date (DD/MM/YY):

01/11/2016

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

### 12. Applicant Contact Details

Telephone numbers

	Extension number:
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

### 13. Agent Contact Details

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"/>		