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MANCHESTER CITY COUNCIL

PLANNING AND BUILDING CONTROL
16 NOV 2011

Planning

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Manchester M60 3NY
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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.

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:	MR	First name:	BEN		
Last name:	BOSTOCK				
Company (optional):	TOTAL TREE SERVICES				
Unit:		House number:	43	House suffix:	
House name:					
Address 1:	TORKINGTON ROAD				
Address 2:	HAZEL GROVE				
Address 3:					
Town:	STOCKPORT				
County:	CHESHIRE				
Country:					
Postcode:	SK7 4RH				

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: OPAL GARDENS.

Address 1: ~~ANSON ROAD~~ HOPE ROAD

Address 2: VICTORIA PARK

Address 3:

Town: MANCHESTER.

County:

Postcode (if known): M14 5ES.

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:

ALONG THE REAR OF THE BUILDINGS ON ANSON ROAD.

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): OPAL PROPERTY GROUP.

Unit: | House number: | House suffix:

House name:

Address 1: THE PLACE

Address 2: MANCHESTER.

Address 3:

Town:

County:

Country:

Postcode: M1 2TP.

Telephone numbers

Country code: | National number: | Extension number:

[redacted]

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.

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.

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

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7. Identification Of Tree(s) And Description Of Works continued ...

Tree Type	Works To Do	Reason
T1 Sycamore	FELL	The Building has Subsidence due to the Tree Roots under the Building.
T2 Lime Tree	Crown Reduce 25%.	Tree Maintenance
T3 Beech	Crown Reduce 25%.	Tree Maintenance
T4 x 2 Beech	Crown Reduce 25%.	Tree Maintenance.
T5		
T6 Lime	FELL	Tree is Being Suppressed By Larger Trees
T7 x 2 Pines	Cut Back	Cut Back Both Trees Away From Street Sign.
T8 Hornbeam	Crown Lift 5m / Light Crown Trim	Cut "Lift" away from Path, More Light.
T9 x 2 Lime	Crown Reduce 25%.	Tree Maintenance
T10 Beech	Crown Trim Crown Lift, Crown Trim Reduce 25%	Tree Maintenance.

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. 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 8)

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? ☐

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:

[redacted]

Date (DD/MM/YYYY): 11/11/11

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

11. Applicant Contact Details

Telephone numbers

Country code: | National number: | Extension number:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

12. Agent Contact Details

Telephone numbers

Country code: National number: | Extension number:

[redacted]

Email address (optional):

[redacted]

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)

Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) and/or
Notification of Proposed Works to Trees in Conservation Areas (CA)
Town and Country Planning Act 1990

Electronic Communication

If you submit this form electronically (from the Planning Portal, or by email or fax) the LPA will take it that you have agreed that they may communicate with you in the same manner. This may include the issuing of their decision. You may cancel this agreement by writing to the LPA and asking them to stop communicating with you electronically.

1/2. Applicant's And Agent's Names And Addresses

You may submit the application yourself; you do not have to use an agent, nor do you have to be the owner of the tree(s). Complete both boxes if the application is being submitted by an agent (*e.g.* a friend, relative or technical adviser who is acting on the applicant's behalf).

Your tree work contractor's name should not be entered here unless they are handling the application on your behalf. All correspondence, including the decision letter, will be sent to the agent. Arrangements for a site visit will also be made through the agent.

3. Tree Location

Where the trees grow in more than one property, or where a tree trunk straddles the boundary between two properties, enter the details of the property which is different from the applicant's address and the details of any other properties in the space at the bottom of this box.

4. Tree Ownership

The owner of the tree is usually the owner of the land on which it grows. Please provide their address if it is different from the address of the site where the tree(s) stands that you have already entered in Box 3.

Please provide an explanation separately of tree ownership where a tree is on the boundary and is the joint responsibility of the applicant and the neighbour, or where consent is sought for trees on both properties.

5. What Are You Applying For?

Refer to the leaflet *Protected Trees: A Guide to Tree Preservation Procedures*. In conservation areas, notice is required for works to trees that have a trunk diameter of more than 75mm when measured at 1.5m from ground level (or more than 100mm if reducing the number of trees to benefit the growth of other trees).

6. Tree Preservation Order Details

The LPA may be able to help you answer this question. You should find the title at the top of the Order. For example: City of Woodville (No. 4) Tree Preservation Order 1992 or City of Woodville (1 Garden Court) Tree Preservation Order 1992.

You don't have to own the tree(s) to apply for consent but it is good practice to 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 by the LPA.

7. Identification Of Tree(s) And Description Of Work

Identifying the tree(s)

Please give the species of tree if known (e.g. oak, Scots pine); Latin names are not required. Where known, use the numbering of trees from the First Schedule of the TPO (e.g. T1 ash, or two cherry and one birch in G2). Make sure other trees are identified by using a different sequence e.g. A, B, C etc. Make sure the numbering matches that used on the sketch plan (see notes for 8).

Describing the works and reasons

Please make clear to which trees the descriptions of works and reasons apply. Reasons must be given for work to trees protected by a TPO. For trees in conservation areas, giving reasons for work would be helpful, but is not mandatory.

It is vital that you clearly specify the works you want to carry out for each tree included in your application. A proposal simply to "cut back", "lop" or "trim" some branches is too vague because it fails to indicate the extent of the works.

Examples of common tree work operations are shown on the following page.

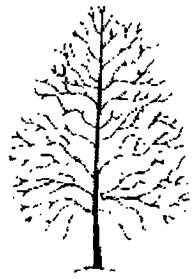
Poor tree surgery

Proposals that would endanger the health or condition of a tree or greatly reduce its amenity value to the local environment are unlikely to be allowed unless there are strong reasons to do so.

Planting replacement trees

Unless there are good reasons, a condition is usually made for a replacement tree to be planted when granting consent to remove a tree protected by a TPO. Please use this opportunity to show your preference of tree should the LPA approve your application and make such a condition.

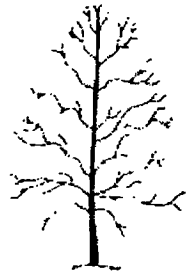
Common tree work operations



General information - The common operations described and simply illustrated here show some of your options.

An arborist should be able to help in defining the work that will be appropriate for the tree(s) and in line with British Standard BS 3998 – *Recommendations for Tree Work*.

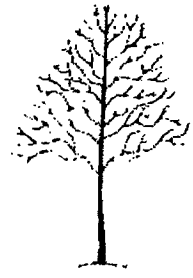
- Please note that the entire branch system is known as the 'crown'.
- LPA approval is not required to remove **dead branches.**



Crown Thinning - This reduces the density of the tree's crown without changing the overall shape and size of the tree. Thinning reduces the amount of foliage and allows more light through the canopy or crown.

The amount of thinning proposed should be specified as a percentage (%) of the leaf area (usually no more than 30%).

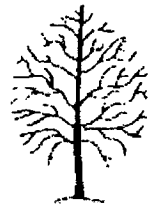
- Useful for letting more light into gardens and windows



Crown Lifting - This means removing lower branches to increase the clearance between the ground and the crown.

Identify the branches you wish to remove, or specify a height above ground level to which you wish to "lift" the crown.

- Useful for allowing more light into gardens
- Prevents low branches obstructing paths, drives etc.



Crown Reduction - The tree crown is reduced by shortening branches, and so changes the overall size and shape of the tree. Reductions are usually carried out all round the outer parts of the crown to maintain a balanced shape, but seldom should it include cutting through the main stem.

The amount of reduction proposed should be stated in terms of the intended height and spread of the tree after pruning (rather than what percentage (%) of the overall crown is to be removed).

- Partial reduction may be useful for preventing branches contacting buildings, roofs and guttering

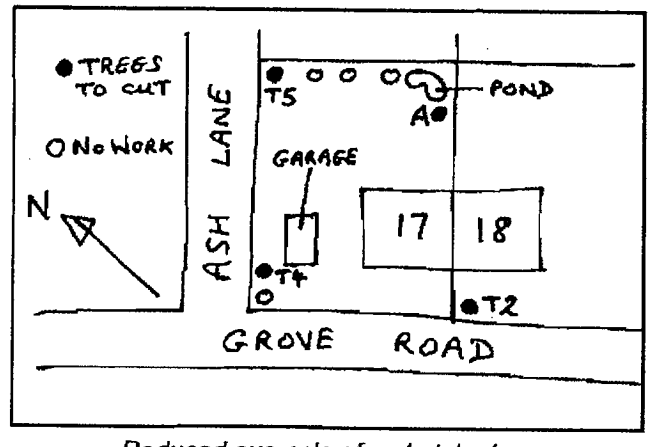
8. Additional Information

When setting out the reasons for proposed works to trees protected by a TPO, please provide sufficient evidence to support your case. Note that failure to supply precise and detailed information may result in your application being rejected or delay in dealing with it. Additional information should be posted or hand-delivered at the same time as the form or supplied electronically in support of your application. Applications cannot be processed until all mandatory information is received by the LPA.

References to an arboriculturist refer to a person who has recognised qualifications, experience and expertise in the field of tree management.

Sketch plan identifying the trees

The sketch plan should show boundaries and adjoining properties (including house numbers or names) and names of roads. It is not necessary to draw a scaled plan, but it may be useful to show approximate distances between the tree(s) in question and other relevant features. If possible, include an arrow showing north. Show the position of the tree(s) in relation to buildings and add the numbering used in Box 7.



Reduced example of a sketch plan

It may be helpful to show other trees in the garden to help the LPA identify the trees on the form. If there are many trees, it is important to make it clear which tree(s) you want to work on.

If it is impossible to identify the tree(s) accurately on the plan (e.g. because they are part of a woodland or group of trees), please identify their approximate location on the plan and explain how the tree(s) have been marked on site (e.g. coloured tape, tree tags). The bark of trees must not be damaged e.g. by scarring or cutting into the bark.

Photographs can be useful, particularly where you wish to identify the trees you want to work on or to show specific work where there could be doubt e.g. marking a major branch to be removed. If you do submit photographs make sure that it is clear which tree is shown.

For work to trees covered by a TPO

Unless the LPA agree in writing that the tree(s) is of very low amenity value you must provide the information detailed below when your application relates to the condition of the tree or damage that it is causing.

Condition of tree(s)

The presence and impact of pests, diseases or fungi that require work to be carried out to the tree(s) should be described in written evidence or diagnostic information from an arboriculturist or other appropriate expert. Arboricultural evidence must be provided to support applications that suggest the tree has defects that may be of concern to the current or future safe retention of the tree or parts of the tree.

Subsidence

Reports will usually be provided by a structural engineer and/or a chartered surveyor and be supported by technical analysis from other experts e.g. for root and soil analysis. These reports must include the following information:

- A description of the property, including a description of the damage and the crack pattern, the date that the damage first occurred/was noted, details of any previous underpinning or building work, the geological strata for the site identified from the geological map
- Details of vegetation in the vicinity and its management since discovery of the damage. Include a plan showing the vegetation and affected building
- Measurement of the extent and distribution of vertical movement using level monitoring Where level monitoring is not possible, state why and provide crack-monitoring data. Data provided must be sufficient to show a pattern of movement consistent with the presence of the implicated tree(s)
- A profile of a trial/bore hole dug to identify foundation type and depth and soil characteristics
- The sub-soil characteristics including soil type (particularly that on which the foundations rest), liquid limit, plastic limit and plasticity index
- The location and identification of roots found. Where identification is inconclusive, DNA testing should be carried out
- Proposals and estimated costs of options to repair the damage

In addition, you must include a report from an arboriculturist to support the tree work proposals, including arboricultural options for avoidance or remediation of indirect tree-related damage.

Other structural damage

Technical evidence in respect of other structural damage (e.g. garden walls, drains, paving, drive surfaces) should be provided by a relevant engineer, building/drainage surveyor or other appropriate expert.

What happens next?

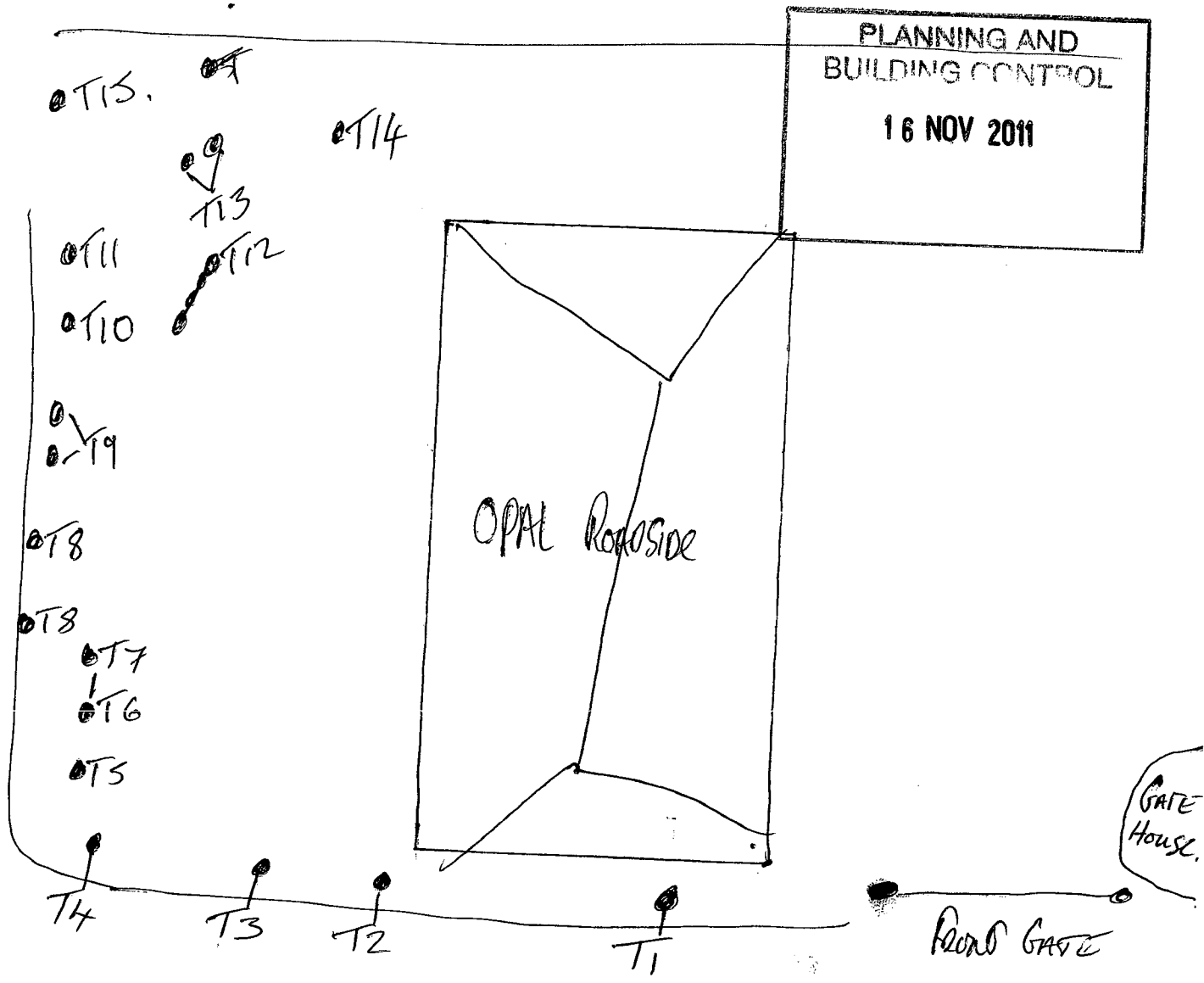
Tree preservation order applications

The LPA will usually carry out a site visit to help them assess the proposed works. They may discuss alternative works with you. You will have a right of appeal to the Planning Inspectorate where the LPA has not issued a decision within either eight weeks or two months of your application, depending on the age of the TPO. You should confirm with your LPA which period applies; alternatively you can agree an extended period with them. Details of these processes can be found in the leaflet *Protected Trees: A Guide to Tree Preservation Procedures* mentioned in 'Further Information' earlier in this guidance.

Conservation area notices

The LPA has six weeks within which they can object to your proposals. This gives the LPA the opportunity to protect trees of amenity value, which may be harmed by the proposed works. A site visit is usually carried out. The LPA can only object formally by making a TPO on the tree(s) concerned. In many cases, where the LPA feel that the works are inappropriate, they may discuss alternative work with you. If you do not receive a decision within six weeks of your notice then you can carry out the works you gave notice for, but no more. If a TPO is made this will prevent you doing the work without making an application for consent. You will have the right to object to the TPO and the LPA will provide details on how to do this.

T11 Horse Chestnuts	Reduce 25%	Tree Maintenance.
T12 Row of 4 Pine Trees	Fell x2, Crown Reduce x2.	The Trees are too close together. Also Security Risk.
T13	x2 Lime Reduce 2m.	Tree Maintenance.
T14 Beech Tree	Crown Lift 5m	More Light + Safety
T15 Lime Tree	Remove Epicormic Growth.	
	Crown Lift 5m	Tree Maintenance.



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