



Application For Permission To Carry Out Works To Protected Trees Or Trees In A Conservation Area

NO FEE PAYABLE

Use this form to apply for permission to carry out works to trees protected by a tree preservation order (TPO) or to carry out works to trees within a conservation area

Please complete this form in **BLACK INK** and **CAPITALS**, then send to the address overleaf.

1. Applicant's details

Name of Applicant: Address: Email Address: Daytime Telephone :		
		Postcode

2. Agent's details

Name of Applicant's Agent (if applicable): Address: Email Address: Daytime Telephone:		
		Postcode

3. Address or location of proposed works

Give the address of the land on which the trees stand (if different from applicant's address given in 1. above):		
		Postcode

4. Tree owner

Is the applicant the owner of the Land?:	YES/NO
If NO, specify the applicant's interest in the land (i.e. occupier, tenant, prospective purchaser, or other)	
Please provide the owner's name, and telephone number:	

5. Type of application (tick appropriate box, note that both may apply)

Tree(s) protected by a Tree Preservation Order:		Tree(s) within a Conservation Area:	
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6. Proposed works

Please describe the proposed works as fully as possible. If proposals will not fit in the area below, please continue on a separate sheet. If the application relates to more than one tree, please ensure that each proposal and the reasons for it are clearly specified. Please describe works as accurately as possible. Vague applications will take longer to process.

Tree	No. on Sketch Plan	Description	Reason
Example: Oak	T1,T2 etc.	Crown Lift to 3 metres above ground & thin by 20%	Low branches over garage & tree casts shade over garden all morning

7. Plan

In the space below, please provide a sketch or street plan showing the location of the tree(s) in relation to yours and neighbouring properties, roads, footpaths, garden boundaries etc. Please label roads and number/name properties. (Please complete this section as we are unable to register the application if the location of the trees concerned are not clearly indicated. This may cause delay in processing the application)

8. Additional information

If relevant please list below any documentary evidence to support your proposal i.e; structural engineers report, arboricultural report etc. and attach a copy to your application

Sign and date your application and send your application form to: Strategic Services, Attention of Arboricultural and Landscape Officer, Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks, TN13 1HG.

Signed: (Applicant/Agent*) (Delete as applicable)

Dated: