



ADUR & WORTHING
COUNCILS

Planning Application Guidance Note



Tree preservation and/or Conservation Area trees

Notes for guidance for householders when submitting a planning application for works to trees subject to a Tree Preservation Order (TPO) and/or works to trees in a Conservation Area.

Applications can be made electronically through the Planning Portal <https://www.planningportal.co.uk/apply> You can also download paper copies of the form to fill out by hand <https://www.adur-worthing.gov.uk/planning/applications/submit-fees-forms/#app-by-post> and email to planning@adur-worthing.gov.uk or post to the address at the end of this guidance.

This information sheet is to assist you in submitting your application. It sets out the details of plans and information to be submitted in connection with your application. If however you would prefer a pre-application meeting, please see our website for further information <https://www.adur-worthing.gov.uk/planning/applications/do-i-need-permission/>

You will need to provide the following:-

1. A complete application form for works to a tree subject to a TPO and/or notification of proposed works to trees in a conservation area. Download a paper copy here: https://ecab.planningportal.co.uk/uploads/appPDF/Y3805Form031_england_en.pdf
Or apply online here: <https://www.planningportal.co.uk/apply>
2. You don't have to own the tree(s) to apply for consent but it is good practice and highly recommended that you 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. The owner of the tree is usually the owner of the land on which it grows. Please provide their address if it is different to the site where the tree(s) are growing.
3. Where a tree grows on a boundary and is a joint responsibility please provide a separate explanation of tree ownership.
4. If the tree(s) are subject to a TPO, to find out the reference number email planning@adur-worthing.gov.uk
5. Please specify the exact type of works proposed to the tree(s). This should be in the form of an Arboriculturist report or quote from a Tree Surgeon. The description of works should be in metric, and should describe tree/branch reductions in relation to lateral spread (for crown reductions) and from ground floor level (for crown lifts) crown thinning by % is acceptable. Details of how to find a professional can be found at the end of this guidance in the 'Other useful numbers' box.
6. If you are having difficulty in identifying the tree(s) on site please see the following guide on our website for help: www.adur-worthing.gov.uk/planning-policy/conservation-and-heritage/trees
7. Please provide a sketch map of the site indicating where the trees identified for works are located in relation to either an onsite building or boundary. Please indicate North on this plan. **An example is shown overleaf** with an email address to contact the Council's Planning Department should you require a copy of the TPO plan or further assistance.

Other useful contacts:-

Arboricultural Association

<https://www.trees.org.uk>

01242 522152 or email admin@trees.org.uk

Institute of Chartered Foresters

<https://www.charteredforesters.org/>

0131 240 1425 or email icf@charteredforesters.org

For help with the maintenance of street trees please contact:

West Sussex County Council

01243 642105 or visit their website on

<https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/road-and-roadside/tree-and-hedge-maintenance/>

For trunk roads ***The Highways Agency***

<https://www.gov.uk/government/organisations/highways-england>

0300 123 5000 or email info@highwaysengland.co.uk