



RIBBLE VALLEY  
BOROUGH COUNCIL

Council Offices, Church Walk, Clitheroe, Lancashire, BB7 2RA

Tel: 01200 425111

www.ribblevalley.gov.uk

For office use only

Application No. 3/2021/0301

Date received

Fee paid £

Receipt No:

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:

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)

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:

ABBOT WALK

17 ABBOT WALK

ASH TREE

18 ROMAN WAY

16 ROMAN WAY

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)

Extension  
Number:

CONT'D

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

WE BELIEVE THAT THIS IS ASH TREE T9 1982 NORTH  
OF PENDLE ROAD. CLITHEROE PRESERVATION ORDER IN  
ACCORDANCE WITH BS 3998 FOR TREE WORK, THE  
OWNER, AND SURROUNDING NEIGHBOURS AGREE TO  
THIS WORK TAKING PLACE IF APPROVED.  
THIS WORK NEEDS TO BE DONE AS THE TREE IS  
GETTING TOO BIG AND NEEDS MANAGEMENT

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      (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 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



port by an appropriate engineer or surveyor



en technical evidence



?



cribed in this form and the accompanying plans/drawings and additional  
edge, any facts stated are true and accurate and any opinions given are the

Or signed - Agent:

ie date  
ne form)

### 13. Agent Contact Details

Telephone numbers

Country code:

National number:

Extension  
number:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

El... 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)

TREES SPECIFIED INDIVIDUALLY  
(encircled in black on the map)

| <u>No. on Map</u> | <u>Description</u> | <u>Situation</u> |      |
|-------------------|--------------------|------------------|------|
| T1                | Ash                | 7480             | 4162 |
| T2                | Ash                | 7495             | 4159 |
| T3                | Ash                | 7496             | 4161 |
| T4                | Ash                | 7498             | 4161 |
| T5                | Ash                | 7494             | 4162 |
| T6                | Ash                | 7488             | 4165 |
| T7                | Beech              | 7487             | 4167 |
| T8                | Ash                | 7483             | 4175 |
| T9                | Ash                | 7499             | 4168 |
| T10               | Ash                | 7503             | 4173 |
| T11               | Ash                | 7503             | 4174 |
| T12               | Ash                | 7506             | 4179 |
| T13               | Ash                | 7513             | 4174 |
| T14               | Ash                | 7517             | 4191 |

TREES SPECIFIED BY REFERENCE TO AN AREA  
(within a dotted black line on the map)

| <u>No. on Map</u> | <u>Description</u>   | <u>Situation</u> |      |
|-------------------|--|------------------|------|
| A1                | Several Ash and Hawthorn Standing in the Area numbered A1 on the map | 7505             | 4190 |

GROUPS OF TREES  
(within a broken black line on the map)

| <u>No. on Map</u> | <u>Description</u>        | <u>Situation</u> |      |
|-------------------|---------------------------|------------------|------|
| G1                | Group consisting of 4 Ash | 7487             | 4160 |
| G2                | Group consisting of 9 Ash | 7505             | 4200 |

WOODLANDS  
(within a continuous black line on the map)

| <u>No. on Map</u> | <u>Description</u>   | <u>Situation</u> |      |
|-------------------|--|------------------|------|
| W1                | Mixed deciduous trees consisting mainly of Poplar, Alder, Ash and Sycamore | 7513             | 4182 |

