



**DUSTON PARISH COUNCIL**

Duston Parish Council  
Duston Community Centre  
Pendle Road  
Duston  
Northampton  
NN5 6DT

## Planning Committee

Cllrs Ingram, Barnes, Liddon, Mumford, Enright-King

8<sup>th</sup> December 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the Planning Committee to be held at Duston Community Centre on Thursday 14<sup>th</sup> December 2023 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens  
Parish Clerk, Duston Parish Council

### AGENDA

**PC049/23. To receive apologies for absence**

**PC050/23. To receive and approve for signature the minutes of the meeting held on Thursday 30<sup>th</sup> November 2023 (APPENDIX A)**

**PC051/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (*Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business*).**

**PC052/23. Public Participation Session** (*Persons wishing to address the committee on an agenda item may register their intention to do so by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes*).

**PC053/23. To Discuss Planning Applications Received from the Planning Authority**

- a) 2023/7835/S73 – 519 Harlestone Road Northampton NN5 6NX – Variation of condition 2 of WNN/2023/0346 (Erection of detached dwelling to rear of 519 Harlestone Road with alterations to access from Harlestone Road) to replace drawing K31\_Location and Block Plan with K31\_Location and Block Plan Rev A
- b) 2023/7288/TCA – TREE WORK AT ST LUKES CHURCH MAIN ROAD DUSTON NORTHAMPTON NN5 6JB – POLLARD OF LIME TREE
- c) 2023/7868/FULL – 7 Excelsior Gardens, Northampton, NN5 6YN – Demolition of existing garage and construction of a garage, utility room with a first floor bed sitting room and bathroom. Construction of a 2 storey rear extension and alterations.
- d) 2023/7409/TPO – TREE WORK AT LAND TO REAR OF 15 HOPPING HILL GARDENS – WORKS TO CHAMOMILE TREE

**PC054/23. S106 / CIL Update**

- To receive a verbal update from the Clerk surrounding S106 / CIL monies.



**DUSTON PARISH COUNCIL**

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## **Planning Committee** **Minutes Thursday 30<sup>th</sup> November 2023**

Cllrs Ingram, Barnes, Liddon, Mumford, Enright-King

**Chair:** Cllr M Ingram

**Councillors Present:** Barnes, Liddon, Mumford

**IN ATTENDANCE:**

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

**PC042/23. To receive apologies for absence**

- Apologies were received from Cllr Enright-King

**PC043/23. To receive and approve for signature the minutes of the meeting held on Thursday 26<sup>th</sup> October 2023 (APPENDIX A)**

- **RESOLVED:** That the draft minutes of the meeting held on Thursday 26<sup>th</sup> of October were approved as a true record and duly signed by the Chair.

**PC044/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda**

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

### PC045/23. Public Participation Session

- There were no members of the public present.

### PC046/23. To Discuss Planning Applications Received from the Planning Authority

- **RESOLVED:** That the following planning applications were received and discussed:
  - a) 2023/7588/FULL – 271 Main Road Duston Northampton NN5 6PR – Erection of a first floor bedroom with en-suite above an existing carport
- No comments or observations.
- b) Notification of Tree Work – Rosevilla Farm Main Road Duston Northampton nn5 6jb - This notification is of the intent to fell and replace the horse chestnut – Tree t1 with a more appropriate species, and of the intent to prune the canopy of the lime tree t2 to reduce the encroachment over the property, to provide up to 1.5m clearance of the end elevation and the roofline and to prune the wider canopy to balance the tree’s overall appearance
- Objection. Duston Parish Council prefers the outcome that is outlined in application 2023/7662/TCA. A historical footpath and other trees were removed to make way for the redevelopment of the former Timken Site, as such, the Council believes that it is in the best interest of its residents to keep the historic tree standing.
- c) Notification of Tree Work- 3 Rosevilla Farm Main Road Duston Northampton nn5 6jb - This notification is of intent to prune the canopies of the horse chestnut tree t1 and the lime tree t2 to reduce the encroachment over the property, to provide up to 1.5m clearance of the end elevation and the roofline and to prune the wider canopies to balance the trees’ overall appearance
- Duston Parish Council prefers for the trees to be pruned as opposed to the plan outlined in application 2023/7661/TCA of fell and replace. A historical footpath and other trees were removed to make way for the redevelopment of the former Timken Site, as such, the Council believes that it is in the best interest of its residents to keep the historic tree standing.
- d) WNN/2022/1391 – Dallington Grange Mill Lane Kingsthorpe Northampton NN5 7PZ – Approval of Reserved Matters pursuant to Outline Planning Permission N/2014/1429 for

273 no dwellings on Phase 1B (part of) Dallington Grange and approval of conditions 11, 12, 14, 19, 20, 24, 29, 30, 39, 40 and 41 of N/2014/1429

- No comments or observations.

#### **PC047/23. Review of Duston Neighbourhood Plan**

- **RESOLVED:** That Councillors and Officers review the Duston Neighbourhood Plan and identify specific policies or text to be amended.

#### **PC048/23. S106 / CIL Update**

- The Clerk informed the Committee that the Assistant Director of Planning and Development, Stephanie Gibrat, was present during the Larger Council Forum and was provided with the opportunity to answer S106/CIL related questions. The Chair also briefed the Committee upon the West Northamptonshire Council Planning Briefing. The Assistant Director of Planning and Development spoke upon the regime of change and improvement that is occurring internally in the Planning Department, highlighting that 24 Planning Officer vacancies have been filled.
- **RESOLVED:** That the verbal update upon S106/CIL was received and noted.

*The meeting finished at 8:15PM*

Description

## Applicant Details

Name/Company

Title

Mr and Mrs

First name

Surname

King

Company Name

Address

Address line 1

519 Harlestone Road

Address line 2

Company Name

[Empty text box]

Address

Address line 1

25A Burcote Wood Farm

Address line 2

Wood Burcote

Address line 3

Nr Towcester

Town/City

Northants

County

[Empty text box]

Country

[Empty text box]

Planning Portal Reference: PP-12633250

Postcode

NN12 8TA

### Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

### Description of the Proposal

Please provide a description of the approved development as shown on the decision letter

ERECTION OF DETACHED DWELLING TO REAR OF 519 HARLESTONE ROAD WITH ALTERATIONS TO ACCESS FROM HARLESTONE ROAD

Reference number



Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- Yes  
 No

Is any of the land to which the application relates part of an Agricultural Holding?

- Yes  
 No

## Certificate Of Ownership - Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

\*\* "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

**NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.**

Person Role

- The Applicant  
 The Agent

Title

First Name

-

Surname

Architect Ltd

Declaration Date

27/11/2023

Declaration made

## Declaration

I/We hereby apply for Removal/Variation of a condition as described in the questions answered, details provided, 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.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

I / We agree to the outlined declaration

Signed

- Architectural Design

**Applicant or Agent Name:**

Mr and Mrs King

**Planning Portal Reference (if applicable):**

**Local authority planning application number (if allocated):**

**Site Address:**

519 HARLESTONE ROAD, DUSTON, NORTHAMPTON, NN5 6NX.

**Description of development:**

Proposed new building

## 2. Applications to Remove or Vary Conditions on an Existing Planning Permission

a) Does the application seek to remove or vary conditions on an existing planning permission (i.e. Is it a Section 73 application)?

Yes

If 'Yes', please complete the rest of this question

No

If 'No', you can skip to **Question 3**

b) Please enter the application reference number

c) Does the application involve a change in the amount or use of new build development, where the total (including that previously granted planning permission) is over 100 square metres gross internal area?

Yes

No

d) Does the application involve a change in the amount of gross internal area where one or more new dwellings (including residential annexes) are to be created, either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional gross internal area created)?

Yes

No

If you answered 'Yes' to either c) or d), please go to **Question 5**

If you answered 'No' to both c) and d), you can skip to **Question 8**

## 3. Reserved Matters Applications

a) Does the application relate to details or reserved matters on an existing permission that was granted prior to the introduction of the CIL charge in the relevant local authority area?

Yes

If 'Yes', please complete the rest of this question

No

If 'No', you can skip to **Question 4**

of the development otherwise:

- *If your CIL Liability Notice was issued on or after 1 September 2019*

A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; **or**

- *If your CIL Liability Notice was issued prior to 1 September 2019*

The exemption previously granted will be rescinded and the full levy charge will be payable.

All CIL Forms are available from: [www.planningportal.co.uk/cil](http://www.planningportal.co.uk/cil)

d) Do you wish to claim an exemption for a residential annex or extension?

Yes  No

If you have answered 'Yes' to d), please note that you will need to complete either 'CIL Form 8: Residential Annex Exemption Claim' or 'CIL Form 9: Residential Extension Exemption Claim'. The relevant form must be submitted to the Collecting Authority, **and** any exemption must be granted by them, prior to the commencement of the development. Otherwise the full CIL charge will be payable.

In respect of a residential annex, a Commencement (of development) Notice (CIL Form 6) must also be received by the Collecting Authority prior to the commencement of the development otherwise:

- *If your CIL Liability Notice was issued on or after 1 September 2019*

A surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred; **or**

- *If your CIL Liability Notice was issued prior to 1 September 2019*

The exemption previously granted will be rescinded and the full levy charge will be payable.

All CIL Forms are available from: [www.planningportal.co.uk/cil](http://www.planningportal.co.uk/cil)

## 6. Proposed New Gross Internal Area

a) Does the application involve new residential development (including new dwellings, extensions, conversions/changes of use, garages, basements or any other buildings ancillary to residential use)?

Please note, conversion of a single dwelling house into two or more separate dwellings (without extending them) is **not** liable for CIL. If this is the sole purpose of your development proposal, you should answer 'No' to Question 4b above.

Yes  No

If yes, please complete the table in section 6c below, providing the requested information, including the gross internal area relating to new dwellings, extensions, conversions, garages or any other buildings ancillary to residential use.

b) Does the application involve new non-residential development?

Yes  No

If yes, please complete the table in section 6c below, using the information from your planning application.

c) Proposed gross internal area:

Development type	(i) Existing gross internal area (square metres)	(ii) Gross internal area to be lost by change of use or demolition (square metres)	(iii) Total gross internal area proposed (including change of use, basements, and ancillary buildings) (square metres)	(iv) Net additional gross internal area following development (square metres) (iv) = (iii) - (ii)
Market Housing (if known)				
Social Housing, including shared ownership housing (if known)				
Total residential			170	
Total non-residential				
Grand total				

existing building?

Yes  No

If Yes, how much of the gross internal area proposed will be created by the mezzanine floor?

Use	Mezzanine gross internal area (sqm)

## 8. Declaration

I/we confirm that the details given are correct.

Name:

Mr and Mrs King

Date (DD/MM/YYYY). Date cannot be pre-application:

29/11/2022

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

### For local authority use only

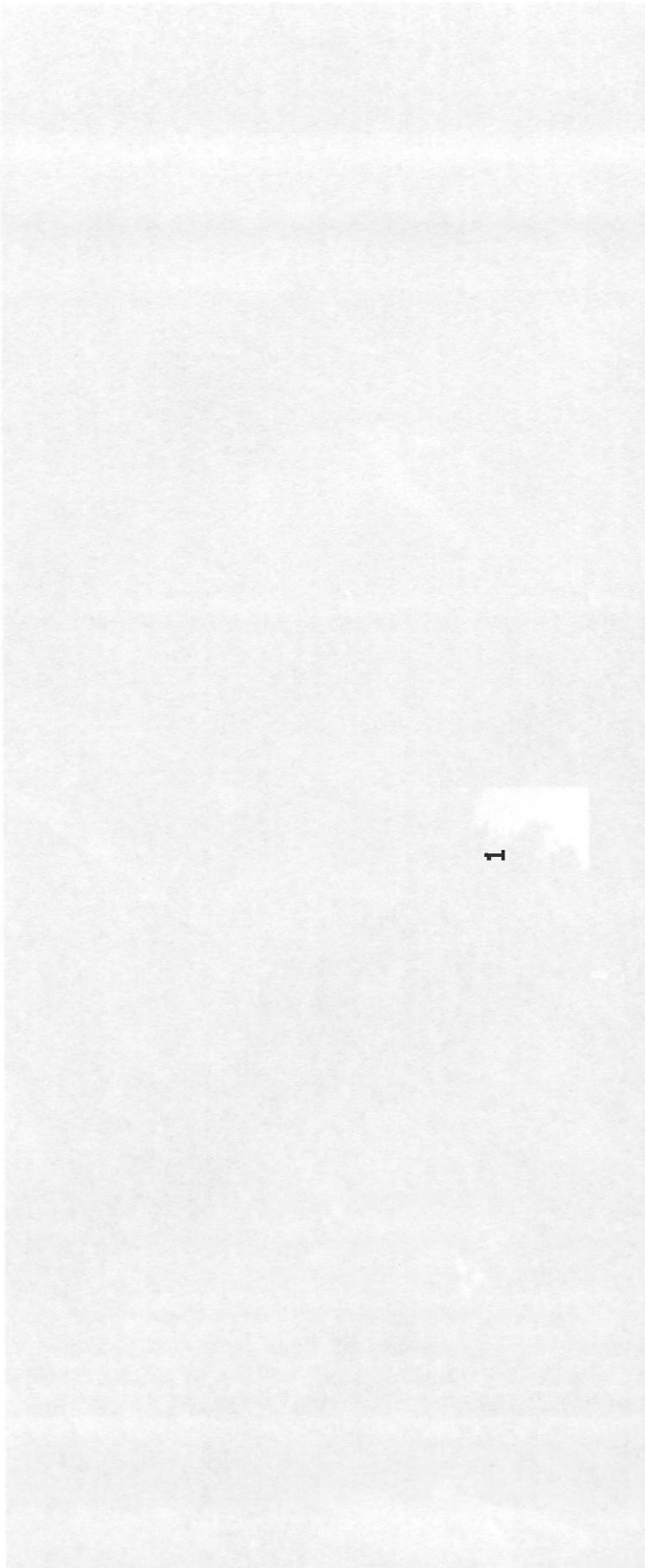
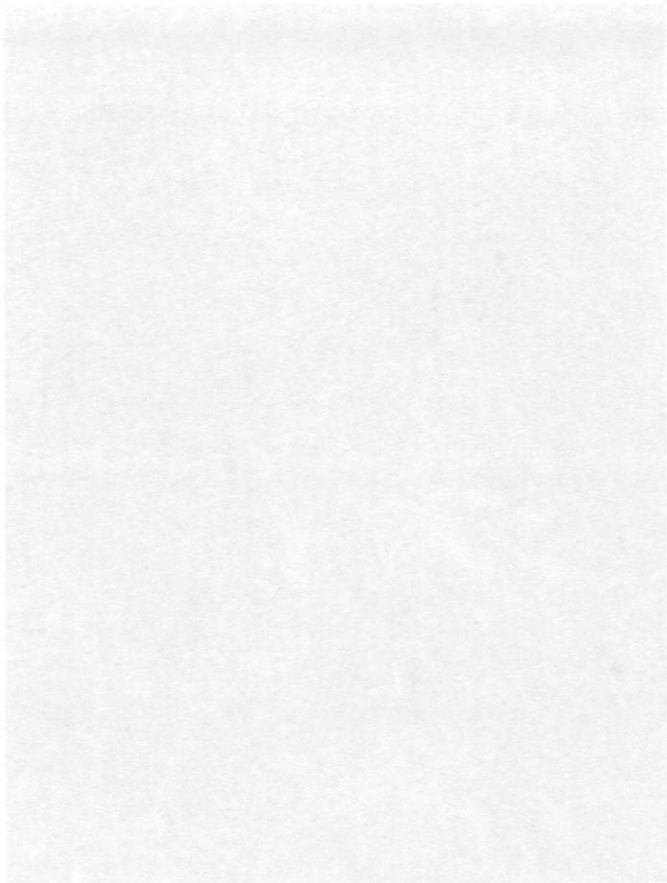
Application reference:



2023/7288/TCA – TREE WORK AT ST LUKES CHURCH MAIN ROAD  
DUSTON NORTHAMPTON NN5 6JB – POLLARD OF LIME TREE



David Smith



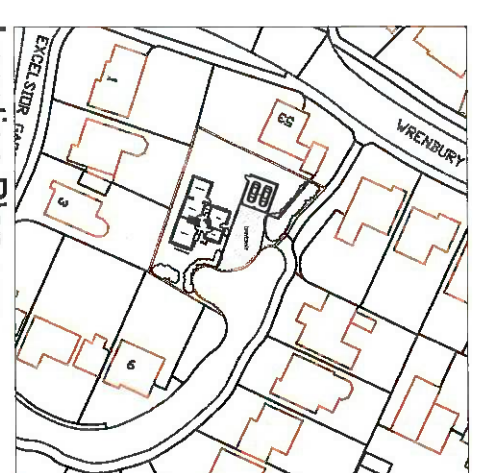
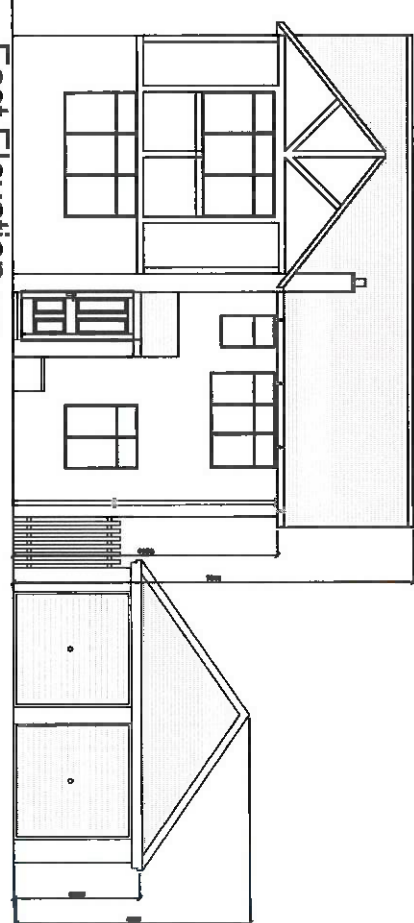
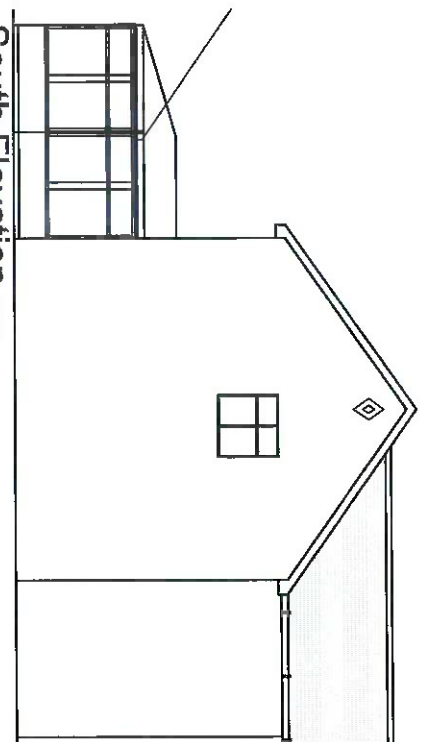
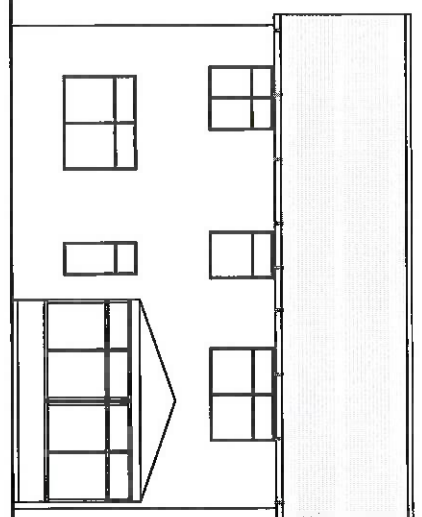
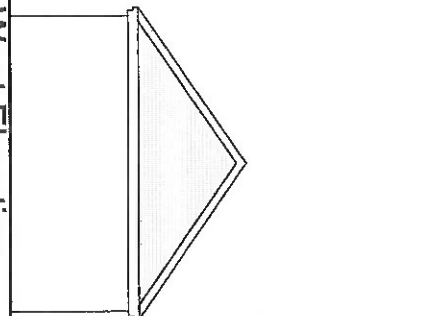
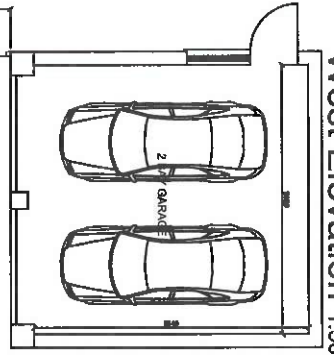
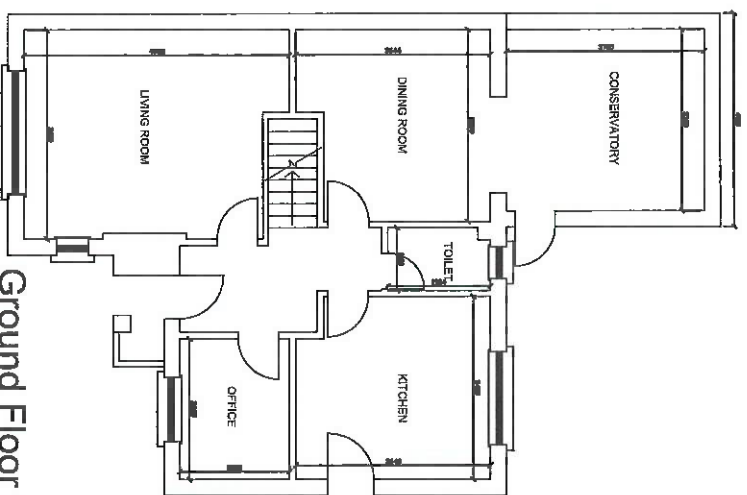
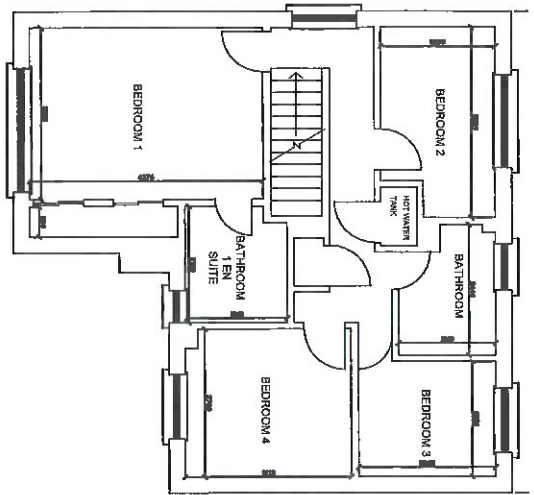
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David Stagg



2023/7868/FULL – 7 Excelsior Gardens, Northampton, NN5 6YN –  
Demolition of existing garage and construction of a garage, utility  
room with a first floor bed sitting room and bathroom. Construction  
of a 2 storey rear extension and alterations.

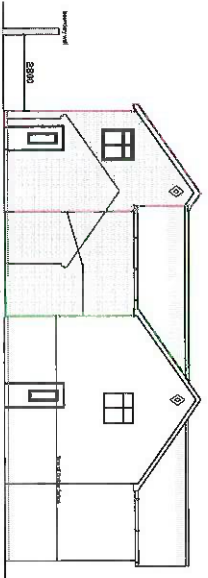




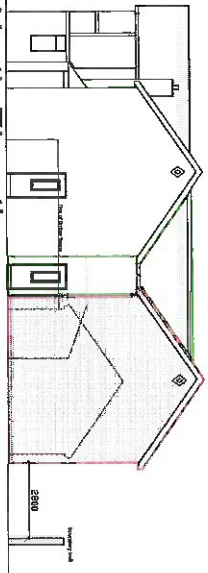
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TITLE: <b>EXISTING PLAN/ ELEVATION</b>		CLIENT:	
SERVICES OFFERED: PLANNING APPLICATIONS BUILDING WARRANT APPLICATIONS MEASURED SURVEYS FEASIBILITY STUDIES REQUISITIONS / NEW BUILDS DEED PLANS SER CERTIFICATES / STRUCTURAL CALCCS		DATE: 11/01/2023	
ALL DRAWING DIMENSIONS TO BE REFERRED TO THE SITE BY CONTRACTOR AND MANUFACTURER ONLY. THIS DRAWING IS NOT TO BE REPRODUCED WITHOUT PERMISSION.		SHEET NO. AR OF TOTALS 1:50/1:500	DATE:
		DRG. No. A1 L01	Rev.



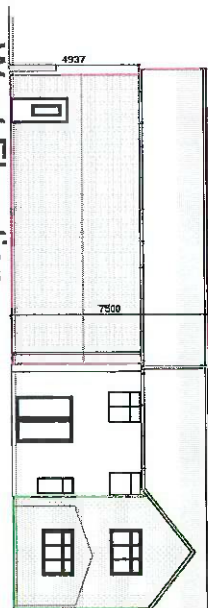




South Elevation 1:50



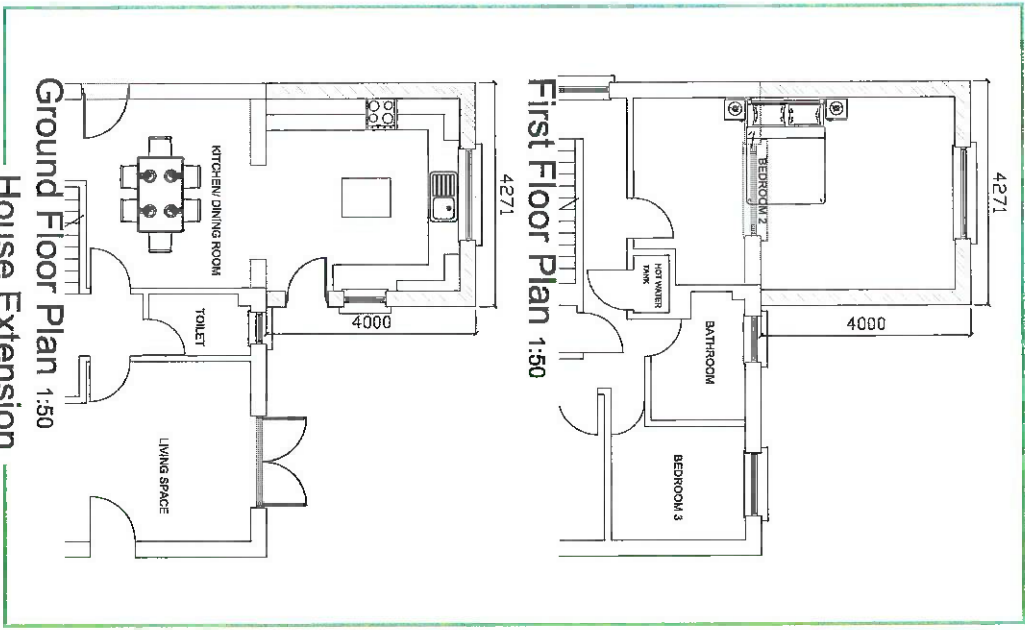
North Elevation 1:50



West Elevation 1:50

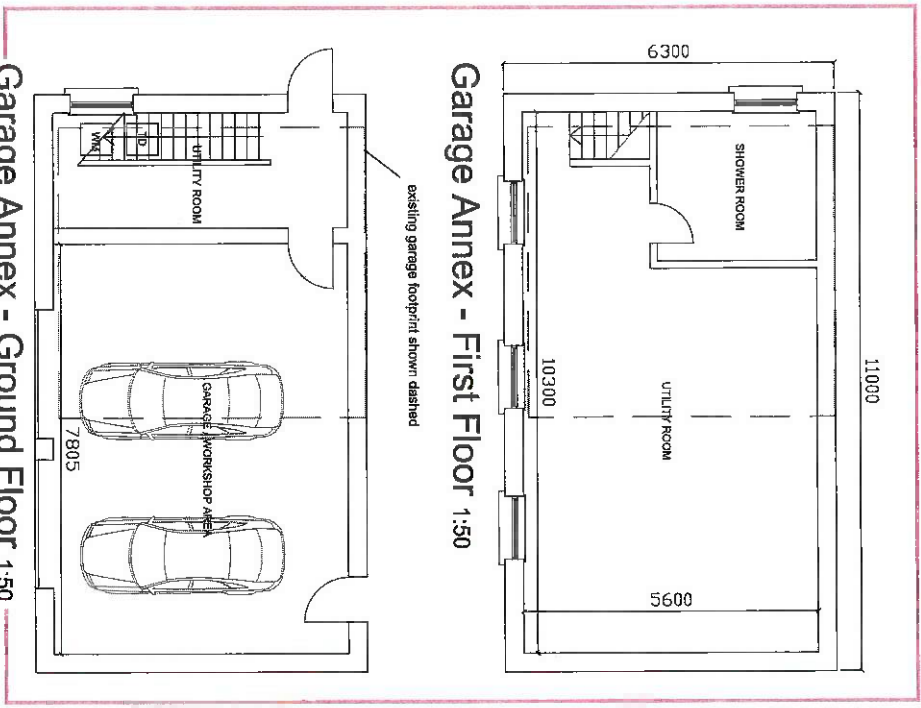


East Elevation 1:50



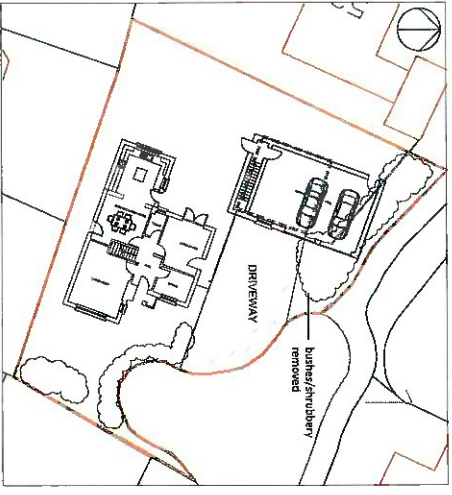
First Floor Plan 1:50

Ground Floor Plan 1:50  
House Extension



Garage Annex - First Floor 1:50

Garage Annex - Ground Floor 1:50



Site Plan 1:200

**SITE ADDRESS:**  
7 EXCELSIOR GARDENS  
NORTHHAPTON  
NN5 8YN

**CONTRACT:**  
PLANNING

**TITLE:**  
PROPOSED

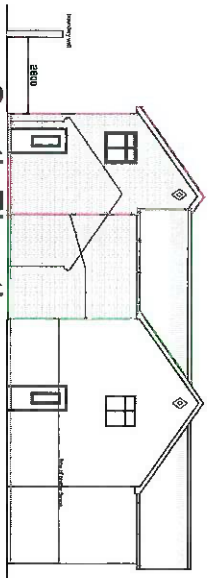
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PLANNING APPLICATIONS  
BUILDING WARRANT APPLICATIONS  
MEASURED SURVEYS  
FEASIBILITY STUDIES  
REPAIRS/ALTERS / NEW BUILDS  
DEED PLANS  
SER CERTIFICATES / STRUCTURAL CALCS

**CLIENT:**  
MR LEE TRACEY

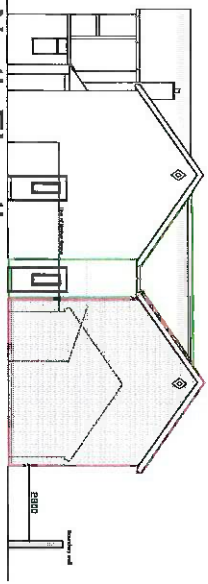
DRWN BY:	AR	DATE:	11/01/2023
CHKD BY:		DATE:	
DRG. No.:	A1 L02	Rev.:	

**ROBINSONS**  
ROBINSONS 1 INDUSTRIAL EST  
GLASGOW ROAD, LOCKSCRIBE  
DUNDEE DD1 1SQ  
TEL: 01382 6579 2000  
FAX: 01382 654466  
DRAWING OFFICE: 01606 39227

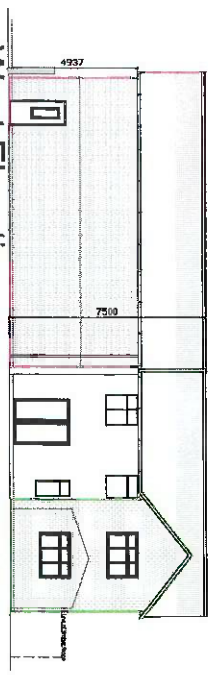




South Elevation 1:50



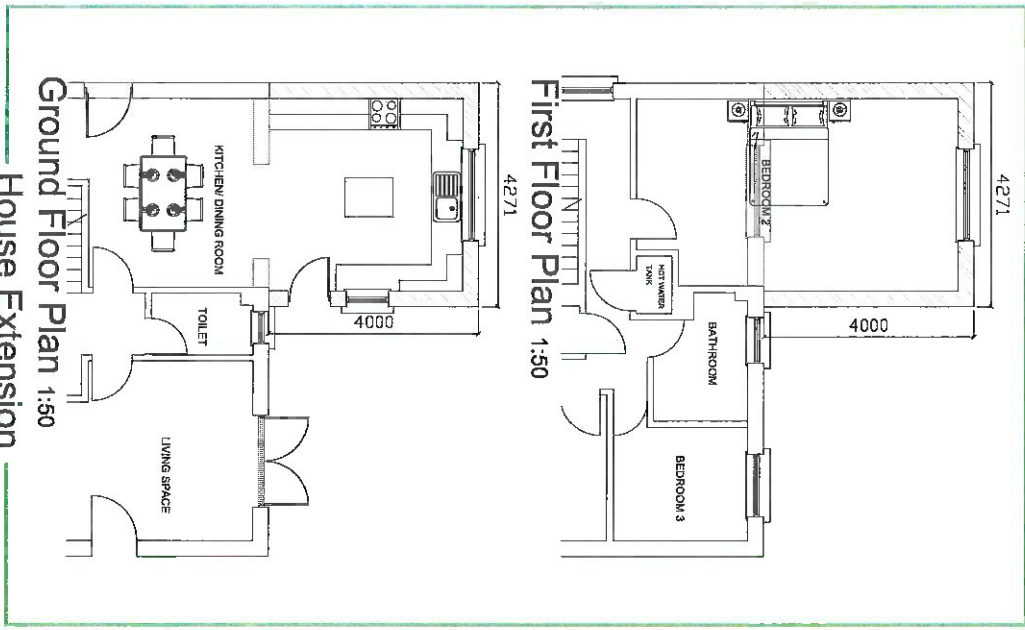
North Elevation 1:50



West Elevation 1:50

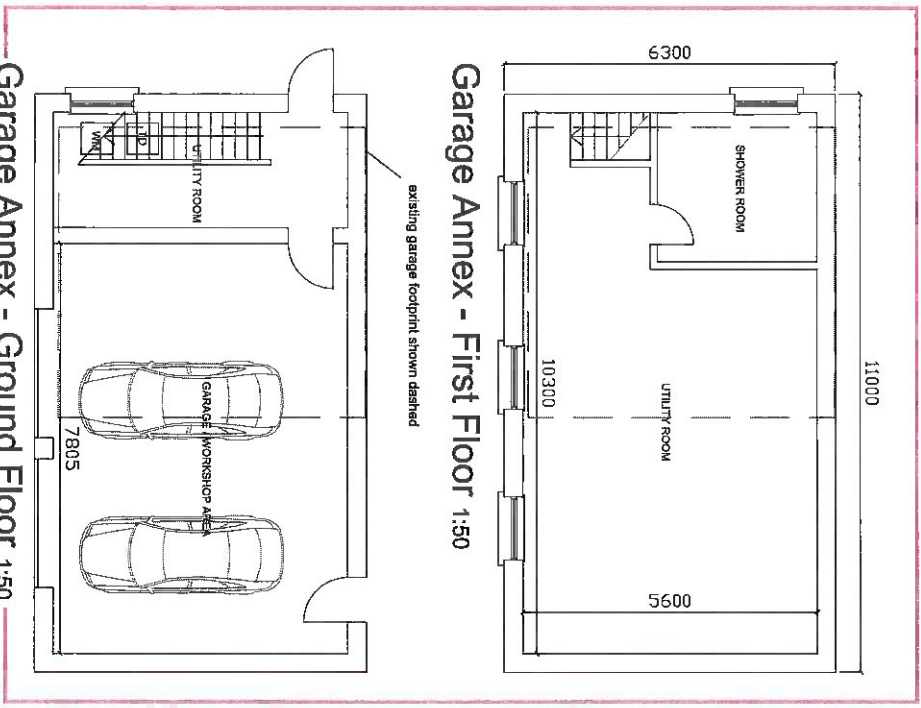


East Elevation 1:50



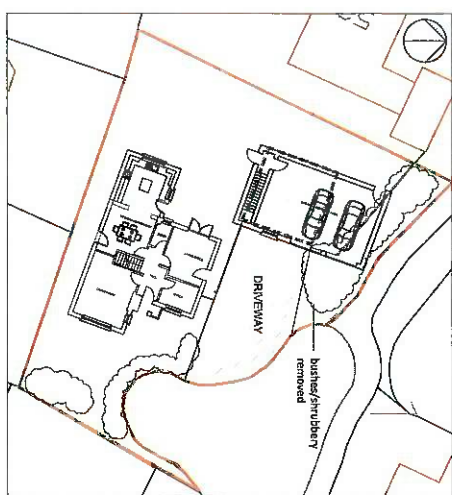
First Floor Plan 1:50

House Extension



Garage Annex - First Floor 1:50

Garage Annex - Ground Floor 1:50



Site Plan 1:200

<b>SITE ADDRESS:</b> 7 EXCELSIOR GARDENS NORTHAMPTON NN5 6TN		<b>CONTRACT:</b> PLANNING		<b>SERVICES OFFERED:</b> PLANNING APPLICATIONS BUILDING WARRANT APPLICATIONS MEASURED SURVEYS FEASIBILITY STUDIES REPAIRS/ALTERATIONS / NEW BUILDS DEED PLANS SER CERTIFICATES / STRUCTURAL CALCS	
<b>TITLE:</b> PROPOSED		<b>CLIENT:</b> M/R LEE TRACEY		<b>DRAWN BY:</b> AR <b>CHECKED BY:</b> AR <b>DATE:</b> 1/10/2023	
<b>ALL SPECIFIC REFERENCES TO BE VERIFIED ON SITE BY COMPETENT PERSONS PRIOR TO THE COMMENCEMENT OF WORK. THIS DRAWING HAS BEEN PREPARED TO OBTAIN BUILDING CONTROL APPROVAL. PERMISSION MUST BE OBTAINED FROM THE LOCAL AUTHORITY PRIOR TO COMMENCEMENT OF WORK. THE PLANNING DEPARTMENT.</b>		<b>DRG. No.</b> A1 L02		<b>DATE:</b> 1/10/2023	
		<b>ROBINSONS</b> ROOM 10/15/17 INDUSTRIAL ESTATE GLASGOW ROAD, CLECKBIE DD11 1SD TELEPHONE: 01872 25395 FAX: 01872 25396 DRAWING OFFICE: 01866 38027		<b>REV.</b>	



**TITLE No. NN161540**

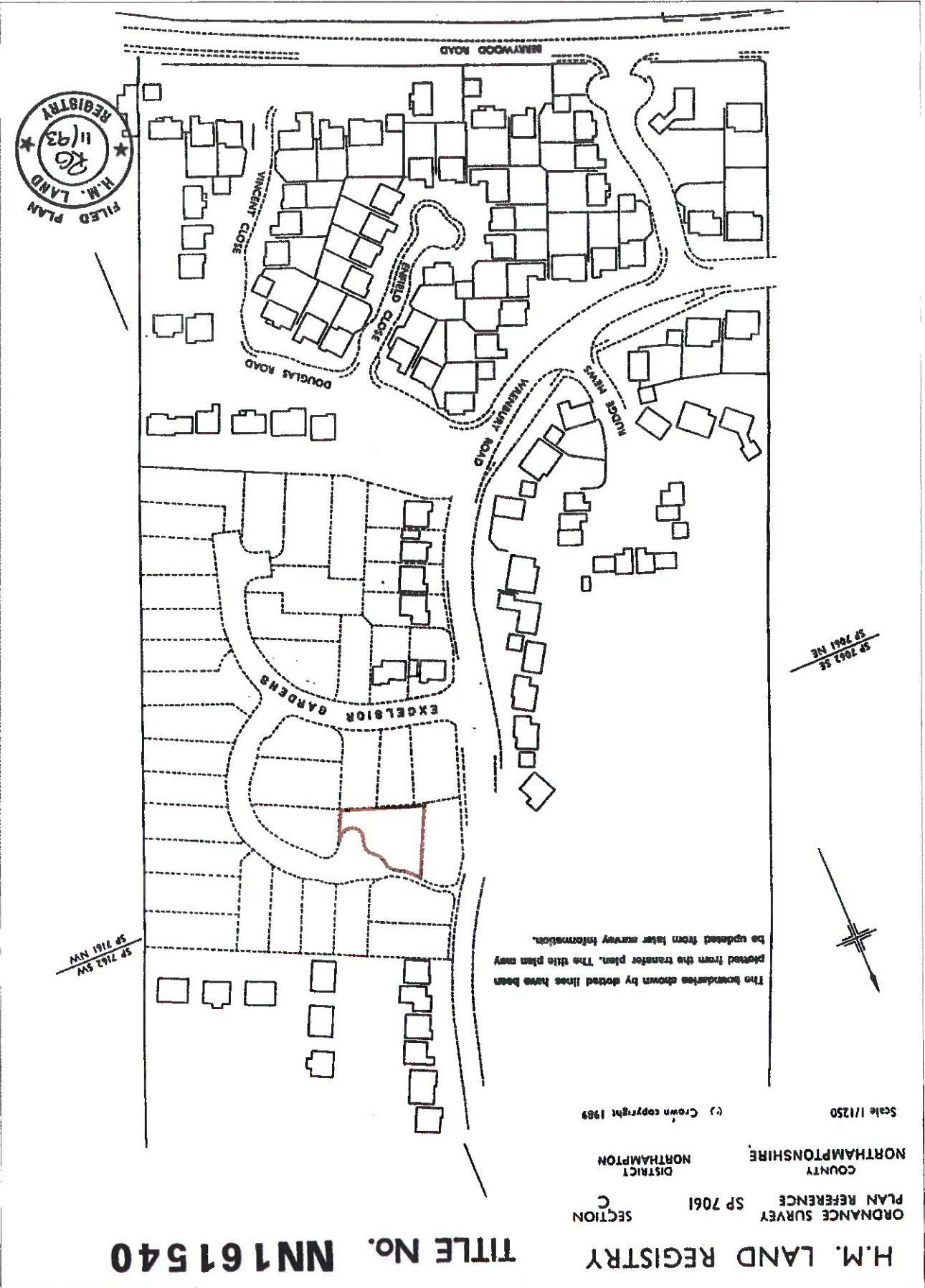
**H.M. LAND REGISTRY**

**ORDNANCE SURVEY PLAN REFERENCE**  
SECTION C SP 7061

**COUNTY NORTHAMPTONSHIRE**  
DISTRICT NORTHAMPTON

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The boundaries shown by dotted lines have been  
period from the transfer plan. The title plan may  
be updated from later survey information.



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2023/7409/TPO – TREE WORK AT LAND TO REAR OF 15 HOPPING  
HILL GARDENS – WORKS TO CHAMOMILE TREE







If you would rather make this application online, you can do so on our website:  
<https://www.planningportal.co.uk/apply>

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

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form.

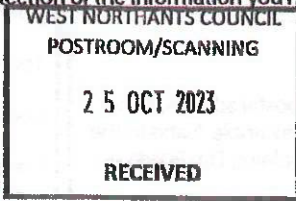
Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:



West Northamptonshire Council



Development Control  
Northampton Area  
1st Floor, The Guildhall  
St. Giles Square  
Northampton, NN1 1DE  
Tel: 0300 126 7000

email: [planning.nbc@westnorthants.gov.uk](mailto:planning.nbc@westnorthants.gov.uk)

Publication of applications on planning authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

**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:

**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:

### 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:	<input type="text"/>	House number:	<input type="text"/>	House suffix:	<input type="text"/>
House name:	<input type="text"/>				
Address 1:	<input type="text"/>				
Address 2:	<input type="text"/>				
Address 3:	<input type="text"/>				
Town:	Northampton				
County:	Duston				
Postcode (if known):	NN5 6PF				

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:

The tree is chamomile. It is located in 5 metres beyond the fence of our back garden in a public space.

### 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:	<input type="text"/>	First name:	<input type="text"/>		
Last name:	<input type="text"/>				
Company (optional):	<input type="text"/>				
Unit:	<input type="text"/>	House number:	<input type="text"/>	House suffix:	<input type="text"/>
House name:	<input type="text"/>				
Address 1:	<input type="text"/>				
Address 2:	<input type="text"/>				
Address 3:	<input type="text"/>				
Town:	<input type="text"/>				
County:	<input type="text"/>				
Country:	<input type="text"/>				
Postcode:	<input type="text"/>				
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"/>					

### 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.

The tree is approximately 20 metres high and part of it is overhanging over back yard/paddock which is 60 m<sup>2</sup>. The tree itself is in neglected condition. It has never been pruned etc. All the leaves during autumn spread

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

to the gardens of N<sup>o</sup> 15 and 16 Hopping Hill Gardens and over driveways are covered with dead leaves as well. The roofs, gutters are full all the time with leaves and every thing that falls from the protected trees as well.  
 No sunshine after 2pm because of this tree. Distance from the tree to the fence: 5m  
 N<sup>o</sup> 15 ← 60m<sup>2</sup> back garden → N<sup>o</sup> 16  
 ⊙ → Chamomile tree

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

It is an important principle of decision-making that the process is open and transparent. For the purposes of this question, "relating to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the local planning authority.

Do any of the following statements apply to you and/or agent?  Yes  No  
 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

If Yes, please provide details of their name, role and how you are related to them.

## 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? *After Council's approval plan for the work will be provided*
- 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.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

23/10/23

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

## 12. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

## 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):