

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

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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:

Development Management, Economic Development and Planning,
County Hall, Bythesea Road, Trowbridge, BA14 8JN
Tel: 0300 456 0114 Email: developmentmanagement@wiltshire.gov.uk

Wiltshire Council

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:	MRS	First name:	CATRIONA
Last name:	SMART		
Company (optional):			
Unit:		House number:	4
		House suffix:	
House name:	ST ANN SQUARE		
Address 1:	EYRES WAY		
Address 2:			
Address 3:			
Town:	SALISBURY		
County:	WILTSHIRE		
Country:	UK		
Postcode:	SP1 2FT		

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:			

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:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (if known):

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:

TREES ARE WITHIN BOUNDARY of UNDEVELOPED/WASTE LAND BELONGING TO WILTSHIRE COUNCIL AT END OF EYRES WAY - SEE PLAN.
THIS IS DIRECTLY OPPOSITE GARAGE TO NO. 4 ST ANN SQUARE, BUT SEPARATED BY EYRES WAY.

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

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.

SEE SEPARATE SHEET & PLAN.

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:

WILTSHIRE COUNCIL

Company (optional):

Unit:

House number:

House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone numbers

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

Country code:

Fax number (optional):

Email address (optional):

6. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number below.

Section 7.

There are two groups of mature sycamores (Group A comprising two main trees and Group B comprising 6 main trees) with low branches, main and secondary, which extend over the width of Eyres Way and over the garage belonging to No 4 St Ann Square. The extent of these can be seen in the following four photos accompanying this application:

- 4 St Ann Square - view towards Churchill Way East 1
- 4 St Ann Square - view towards Churchill Way East 2
- 4 St Ann Square - view towards Churchill Way East 3
- 4 St Ann Square - view towards Churchill Way East 4

I have also tried to indicate them by the pink lines on the Plan.

When in full leaf they hang even lower.

The following photo gives a view looking over the garage from within St Ann Square:

- 4 St Ann Square - view towards garage from inside the square

The following photos give a view looking back at the garage from the footpath running alongside Churchill Way East:

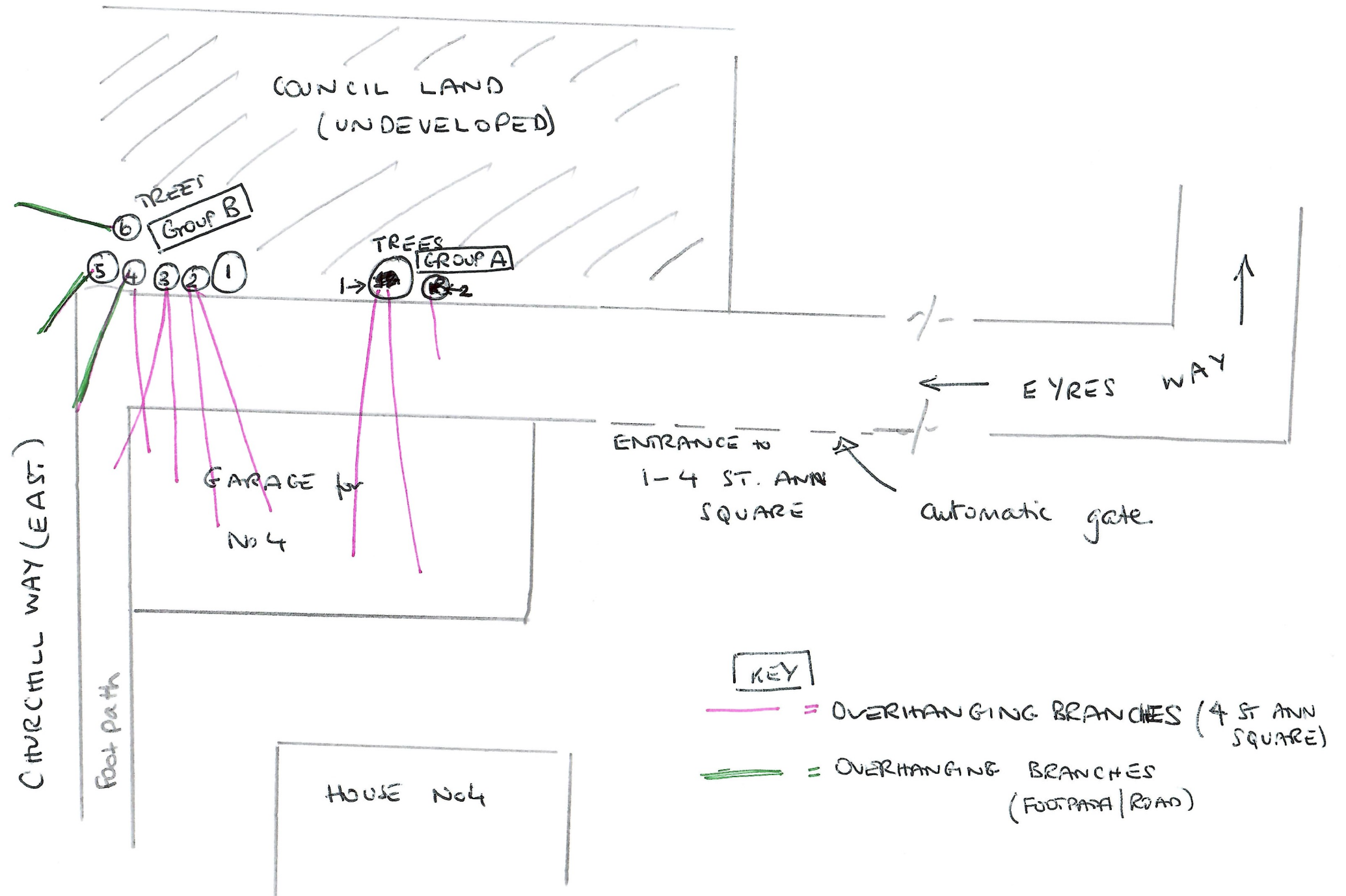
- 4 St Ann Square - view from footpath 1
- 4 St Ann Square - view from footpath 2

I am worried that these lower branches overhanging my property could fall and damage the roof, particularly when in full leaf.

I have spoken to an accredited tree surgeon who has proposed that a partial crown reduction would be sensible, whereby the lower main and secondary branches overhanging the garage would be cut back to the main stem of the trees. The higher branches would be left intact.

To summarise the application for tree works:

- I am applying to cut back the lower main and secondary branches from the trees in Group A and Group B that overhang 4 St Ann Square (pink lines on the Plan), I am not applying to cut back the branches from the trees in Group B that overhang the public footpath/road (green lines on the Plan). The higher branches of all trees would be left intact.



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:

If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

☐ Yes ☐ No

2. **Alleged damage to property** - e.g. subsidence or damage to drains or drives.

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.

☐ Yes ☐ No

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? ☐
- 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):

20 Jan 2026

(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):

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)

VALIDATION CHECKLIST - Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in Conservation Areas (TCA)

National Requirements

	Tick
Please use this checklist to ensure that the form has been completed correctly and that all relevant information is submitted.	
For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you MUST provide the following:	
completed and dated application form, with all [mandatory] questions answered;	
sketch plan showing the location of all tree(s);	
a full and clear specification of the works to be carried out;	
statement of reasons for the proposed work; and	
evidence in support of statement of reasons, where required by the standard application form.	
For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:	
completed and dated form, with all questions answered;	✓
sketch plan showing the precise location of all tree(s); and	✓
a full and clear specification of the works to be carried out.	✓
Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:	
photographs.	✓
report by a tree professional (arboriculturist) or other.	-
details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.	