



Application for tree works: works to trees subject to a preservation order (TPO) and/or notification of proposed works to trees in conservation areas (CA). Town and Country Planning Act 1990

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Local Planning Authority details:



The Quays, Brunel Way, Baglan Energy Park, Neath SA11 2GG
Y Ceiau, Ffordd Brunel, Parc Ynni Baglan, Castell-nedd SA11 2GG

For Office Use Only

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Publication on Local 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:	VIVIEN		
Last name:	BASS				
Company (optional):					
Unit:		House number:		House suffix:	
House name:					
Address 1:	15 HIGHLAND GARDENS				
Address 2:	NEATH ABBEY				
Address 3:					
Town:	NEATH				
County:	WEST GLAMORGAN				
Country:	S. WALES				
Postcode:	SA11 6PJ				

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

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:

Town:

County:

Postcode (if known):

If there is not a full postal address, describe as clearly as possible where it is (for example, 'Land to the rear of 12 to 18 High Street' or 'Woodland adjoining Main Road') or provide a grid reference:

Easting:

Northing:

Description:

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:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Town:

County:

Country:

Postcode: NB:- Written to on a previous occasion but no reply received.

Telephone numbers

Country code: National number: Extensor number:

Country code: Mobile number (optional):

Email address (optional):

6. Tree Preservation Order Details

Are you wishing to carry out works to tree(s) in a Conservation Area (CA)? ☐ Yes ☐ No

Are you seeking consent for works to tree(s) Subject to a Tree Preservation Order (TPO)? ☒ Yes ☐ No

Do you know the title of the Tree Preservation Order (TPO)? ☒ Yes? ☐ No

If Yes, please provide the title of the TPO:

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

Before answering these questions you might find it helpful to consult a tree surgeon to clarify what needs to be done.

Please provide a full and clear description of:

- The proposed works
- The trees affected including species and location

FOR PROPOSED WORKS, PLEASE SEE ATTACHED email CORRESPONDENCE FROM A QUALIFIED TREE SURGEON INCLUDING PHOTO ILLUSTRATION OF PROPOSED CROWN REDUCTION. (REF. A)

THE TREE IS A LARGE OAK IDENTIFIED AS T1 ON ATTACHED SKETCH PLAN (REF. B). IT IS GROWING AGAINST THE FENCE TO THE REAR OF 15 HIGHLAND GARDENS ON A BANK ALONG THE DRAM ROAD, APPROX 22FT FROM THE PROPERTY.

Trees protected by TPO should be numbered according to the First Schedule of the Tree Preservation Order. For example - T3 oak; two beech and one birch in G2.

You must identify the trees on a sketch plan showing the location in relation to building(s), named roads and boundaries.

Please state the reference number you have given the plan (as described above):

8. Trees - Reasons For Works

This section only needs to be completed if you are seeking consent for proposed works to trees under a Tree Preservation Order (TPO)

Please state the reasons for carrying out the proposed works on the tree(s):

- o THE TREE IS A LARGE OAK WHOSE CROWN IS CONTINUING TO GROW TOWARDS THE PROPERTY AT 15 HIGHLAND GARDENS AND OVERHANGING MOST OF THE BACK GARDEN. IT IS ALSO LEANING AGAINST THE GARDEN SHED.
- o TO KEEP THE TREE HEALTHY AND IN CHECK FOR BUILDING INSURANCE PURPOSES, GIVEN IT IS GROWING ONLY 1.25M FROM THE BUILDING, PRUNING THE CROWN IS BOTH SENSIBLE AND NECESSARY.
- o IF THE CROWN IS REDUCED, THE SIGNIFICANT AMOUNT OF MOSS ACCUMULATING ON THE ROOF AND MOSS & LEAVES CLOGGING THE GUTTERING AND DOWNPIPES, WILL ALSO BE REDUCED
- o A PREVIOUS APPLICATION TO HAVE THE TREE PRUNED WAS APPROVED, RESULTING IN THE REMOVAL OF SOME OF THE LOW HANGING BRANCHES & REDUCTION OF OTHERS BUT THE CROWN REDUCTION WORK WAS NOT CARRIED OUT AS PLANNED & THE TREE HAS SINCE GROWN A LARGER, MORE EXTENSIVE CROWN.

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 documents specified. * Proposal: crown limbs reduced 2.5m to growth points.

Health or safety of the tree(s) - e.g. it is diseased, fears that it might break or fall:

☐ Yes

☐ No

If Yes, information required - report by a tree professional (e.g. arboriculturist, horticultural adviser).

Alleged subsidence damage:

☐ Yes

☐ No

If Yes, Information required: Full report by an engineer or surveyor, together with one from a tree professional - to include date and description of property damage; sub-soil type and shrinkage potential; location of any roots found and their identification; history of ground and building movement through a distortion survey and/or level or crack monitoring over suitable period; other vegetation in the vicinity and its management since discovery of the damage.

9. Trees - Additional Information

Are you providing additional information in support of your application?

☒ Yes

☐ No

If Yes, please provide the reference numbers of plans, documents, professional reports etc in support of your application:

REF A :- COPY OF AN EMAIL FROM A QUALIFIED TREE SURGEON WHO VISITED TO VIEW THE TREE AND ADVISE. HIS PROPOSAL INCLUDES 2 PHOTOS ILLUSTRATING THE RECOMMENDED CROWN REDUCTION.

REF B: SKETCH MAP OF LOCATION OF TREE.

REF C: PHOTO OF TREE OVERHANGING REAR OF 15 HIGHLAND GDN'S

REF D: PHOTO OF LOCATION OF TREE GROWING ON BRAM ROAD BEHIND SHED IN MY GARDEN

10. Application For Tree works - Checklist

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:

- The original and 3 copies of a completed and dated application form. ☒
- The original and 3 copies of a sketch plan showing the location of all tree(s). ☒
- The original and 3 copies of a full and clear specification of the works to be carried out. ☒
- The original and 3 copies of a statement of reasons for the proposed work. ☒ See this form
- evidence in support of statement of reasons. In particular, you should provide:
 - The original and 3 copies of a report by a tree professional (e.g. arboriculturist or horticultural adviser) if your reasons relate to the health and/or safety of the tree(s). ☐ N/A
 - The original and 3 copies of a report by an engineer or surveyor, together with one from a tree professional (arboriculturist) if you are alleging subsidence damage. ☐

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:

- The original and 3 copies of a completed and dated form, with all questions answered. ☐
- The original and 3 copies of a sketch plan showing the precise location of all tree(s). ☐ N/A
- The original and 3 copies of 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 (the original and 3 copies of each need to be provided):

- 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. ☐

11. Declaration - Trees

I/we hereby apply for planning permission as described in this form and the accompanying plans/drawings and additional information. I confirm that, to the best of my knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the persons giving them.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

23/09/2025

(date cannot be pre-application)

12. Applicant Contact Details

Telephone numbers

Country code:

National number:

Extension number:

Country code:

Mobile number (optional):

Email address (optional):

13. Agent Contact Details

Telephone numbers

Country code:

National number:

Extensor number:

Country code:

Mobile number (optional):

Email address (optional):