



This form should be filled in if you would like a formal, written response in respect of proposed works to trees.

It should be accompanied by appropriate plans and details.

If you are using an agent/tree surgeon, they should complete the form on your behalf.

Are you an agent/tree surgeon submitting this form on an applicant's behalf?  YES  NO

### Applicant contact details

Please provide at least one phone number and an email address – supplying a mobile phone number and email address will help us deal with the application promptly.

Title (Optional)

First name

Last name

Telephone

Email

Address

Postcode

Agent contact details (leave blank if you are not using the services of an agent/tree surgeon)  
Please provide the agent's phone number and email address – this will help us deal with the application promptly.

Title (Optional)

First name

Last name

Telephone

Email

Address

Postcode

## Location of site

(If the site does not have a postcode, leave this section blank and move onto description of site location)

Site address

Postcode

## Description of site location

Describe the site location as accurately as you can. It is important that you correctly identify the site for which pre-application advice is being sought. Some pieces of land do not have postal addresses and are harder to identify. We will require a site location plan to be submitted with every pre-application enquiry.

## Description of proposed work to trees

Please outline the tree works you intend to carry out. A plan detailing the works is recommended together with any supporting information. Please detail all proposed works to identified trees as per BS3998:2010 - Tree Work - Recommendations.

In respect of works affecting trees, is any of the work intended to remove an imminent risk?

YES  NO

Please clarify why the works are considered to be urgent.

NB: Urgent in this case means that the tree is imminently dangerous and is likely to cause damage or be a risk to health and safety.

## Plans and supporting information

Where appropriate, please provide us with the following documents.

### Site location plan

To a scale of 1:1250 or 1:2500 based on an up-to-date map, with a solid red line outlining the site in question and a blue line indicating adjacent/nearby land within the same ownership, and a north point. The red line should include all land necessary to carry out the works.

### Site plan

This should be identified to a standard metric scale (usually 1:500 or 1:200) and include a north point.

### Photographs

Photographs of the site and surrounding area which help explain the context of the proposal.

### Other information

This might include a short supporting statement setting out the proposal in more detail and any other reports or surveys that have been commissioned.

## Confidential information

Does the pre-application submission contain commercially sensitive information?

YES

NO

If yes, please give an explanation.

You should be aware that the Council cannot guarantee confidentiality of information submitted. Information held by the Council is subject to the Freedom of Information Act. The Act has exemptions for trade secrets and disclosure of information, which would be likely to prejudice the commercial interests of any person.

## Declaration

I/we hereby apply for pre-application advice as described in this form, 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.

Where my/our enquiry relates to trees I/we do not currently own, I/we confirm that I/we have informed the owner /occupier that the Council may wish to visit the site shortly after the request for pre-application is submitted and validated.

Signed

Dated