



**North  
Herts  
Council**

**Correspondence address:**

PO Box 10613, Nottingham, NG6 6DW

**Telephone:** 01462 474000

**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 (as amended)**

**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.

**Tree Location**

Please provide the address of the site where the tree(s) stands (full address if possible)

Number

129

Suffix

Property Name

Address Line 1

Wilbury Road

Address Line 2

Address Line 3

Hertfordshire

Town/city

Letchworth Garden City

Postcode

SG6 4JG

**Description of site location must be completed if postcode is not known:**

Easting (x)

521626

Northing (y)

233621

**If the location is unclear or there is not a full postal address, describe as clearly as possible where it is**

(for example, 'Land to rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road')

## Applicant Details

### Name/Company

Title

Miss

First name

Victoria

Surname

Rose

Company Name

### Address

Address line 1

129 Wilbury Road

Address line 2

Letchworth Garden City

Address line 3

Town/City

North Hertfordshire

County

Country

United Kingdom

Postcode

SG6 4Jg

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

### Applicant Contact Details

Primary number

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

Secondary number

Fax number

Email address

## What Are You Applying For?

Based on the type of work proposed and the location and protected status of the trees involved, there are various details and supporting information that will need to be supplied in order for the Local Planning Authority to determine the application.

**Are you seeking consent for works to tree(s) subject to a Tree Preservation Order?**

- ☐ Yes  
☒ No

**Are you wishing to carry out works to tree(s) in a conservation area?**

- ☒ Yes  
☐ No

### Documents and plans (for any tree)

A sketch plan clearly showing the position of trees listed in the question 'Identification of Tree(s) and Description of Works' MUST be provided when applying for works to trees covered by a Tree Preservation Order.

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.

Are you providing additional information in support of your application (e.g. an additional schedule of work for the question 'Identification of Tree(s) and Description of Works')?

- ☐ Yes  
☒ No

## 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

## Tree Works Proposal

We are seeking consent to undertake essential maintenance works to three mature trees within our property, located in a conservation area. The proposed works are focused on tree health, safety, and appropriate long-term management.

### 1. Horse Chestnut (Front Garden - Next to Garage – Boundary Tree)

This mature tree is positioned close to the property and lies along the boundary with a neighbouring garden. The neighbouring property owner has been consulted and has agreed to the proposed works.

The tree is currently heavily covered in ivy, which is obscuring its structure and may impact its long-term health.

Proposed works:

- Selective crown reduction and reshaping to manage size and proximity to the property
- Removal of ivy from the trunk to improve tree health and allow proper inspection

All works will be undertaken with care to preserve the natural form and health of the tree.

### 2. Western Red Cedar (Rear Garden)

This tree has grown significantly and requires light management to prevent excessive size and maintain its condition.

Proposed works:

- Light crown reduction to control height and spread
- Removal of any dead or damaged branches

Works will be minimal and sympathetic, avoiding cutting into mature wood that would not regenerate.

### 3. Oak (Rear Garden)

This is a healthy, established tree that would benefit from routine maintenance to ensure continued good structure and appearance.

Proposed works:

- Crown thinning and light reduction to improve structure, balance, and light penetration
- Removal of any crossing or congested branches

All works will retain the tree's natural shape and visual contribution to the conservation area.

The proposed works are limited, proportionate, and aimed at:

- Maintaining tree health and structural integrity
- Managing size in relation to surrounding buildings and garden use
- Preserving the character and appearance of the trees within the conservation area

All works will be carried out by a qualified and insured tree surgeon in accordance with best arboricultural practice.

You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work.

Where trees are protected by a Tree Preservation Order, please number them as shown in the First Schedule to the Tree Preservation Order where this is available. You should use the same numbering on your sketch plan (see below for sketch plan requirements).

Please provide the following information:

- Tree species
- The number used on the sketch plan; and
- A description of the proposed works.

Where trees are protected by a Tree Preservation Order you must also provide:

- Reasons for the work; and where trees are being felled
- Proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

e.g. Oak (T3) – Whole crown reduction to 12m above ground level, to provide sufficient clearance to property.

### Sketch plan requirements

Your plan needs to show the precise location of the tree(s) in relation to nearby property/roads/boundaries. It should, therefore:

- indicate the main features of the site where the tree(s) stand and its surroundings; in particular, you should:
  - mark and name surrounding roads
  - sketch in buildings, including adjoining properties
  - add house numbers or names
- mark the position of the tree(s) to which you want to carry out work and identify them by the number shown in the Tree Preservation Order where possible; if you use a different number, please make sure that this can be matched with your description of the tree(s)
- if there are many trees on the site, make clear which tree(s) are included in this application by:
  - marking all trees on the plan, but only numbering those to which you want to carry out work
  - showing the approximate distance between the application tree(s) and buildings
  - adding other relevant features on the site (e.g. greenhouse, paths)

If it is impossible to identify the tree(s) accurately on the plan (e.g. because they are part of a woodland or group of trees), please identify their approximate location on the plan and provide details of how the tree(s) are marked on site (e.g. high visibility tape, tree tags, paint, etc); trees must not be marked by scarring or cutting into the bark.

### Tree Ownership

Is the applicant the owner of the tree(s)?

- ☒ Yes  
☐ No

### Authority Employee/Member

**With respect to the Authority, is the applicant and/or agent one of the following:**

- (a) a member of staff  
(b) an elected member  
(c) related to a member of staff  
(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related 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 above statements apply?

- ☐ Yes  
☒ No

### Declaration

I/We hereby apply for Tree works: Trees in conservation areas/subject to TPOs 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

Victoria Rose

Date

26/03/2026