

Tree Preservation Order (TPO) Request Application Form

Part 1- TPO request details (To be filled out by the person or party requesting the TPO)

Please refer to the accompanying guidance notes when completing this form

Tree details	
Site address	
Species	
Age/Approx. size	
Description of tree(s)	

Tree(s) location
<i>Please provide a clear map showing the position of the tree(s)</i>

Public amenity value
<i>Please describe the level of public visibility held by the tree(s) and its apparent form and condition</i>

Expediency

<i>Please outline any known, foreseeable or perceived threats to the tree(s)</i>
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Other values

<i>Please describe any other value you feel the tree(s) hold.</i>

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Photos of the tree(s)

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Part 2- Officer Assessment of request

Confirmation of tree details	
Site address	
Species	
Number (for plan)	
Age class	
Suitability (condition)	
Suitability (form)	

Public amenity value assessment	
Requirement met?	

Expediency	
Requirement met?	

Other values	

Suitability for TPO

Assessment outcome			
Suitable for TPO?			
Not suitable for TPO?			
Assessing officer	Job title	Signature	Date

Guidance notes

A form has been produced to standardize and simplify Horsham District Council's consideration and assessment of requests for tree protection. Part 1 of the form covers the details of the proposed tree with part 2 being the officer's assessment and decision on whether the tree should be protected.

The following guidance has been produced to assist in making a request and should be reviewed prior to filling in and submitting the form. The first part of the guidance acts as an introduction to Tree Preservation Orders and details the requirements for a tree to be considered. The second part provides explanatory notes to help you fill out each part of the form.

Introduction to Tree Preservation Orders

Under the Town and Country Planning (Tree Preservation) (England) Regulations 2012, local planning authorities can make a Tree Preservation Order (TPO) if it appears to them to be 'expedient in the interests of amenity to make provision for the preservation of trees or woodlands in their area '.

A TPO is intended to afford protection to a tree, group of trees or woodland in the interests of amenity. When serving a TPO, the LPA must ensure that two key tests are met; these are that the tree holds sufficient amenity value and that it is expedient to serve a TPO.

The first necessary test is demonstrating amenity value. Amenity is not defined in law however when considered as part of the TPO process, it is generally applied to either public visibility or a significant and positive impact on the local environment and its enjoyment by the public.

A range of factors may contribute to the amenity value of a tree. Examples include:

- Public visibility
- Retention span
- Size and form
- Future potential
- Cultural or historic value
- Contribution to the local landscape

The following factors alone would not warrant a TPO but may provide additional support in the case for a TPO:

- Habitat and ecological value
- Importance to nature conservation
- Value to ecoservices

The other necessary test that must be met is '**Expediency**'. Many trees may hold the requisite amenity value for a TPO, but it may not be expedient to serve a TPO. If there is no threat to the tree or it is already under appropriate arboricultural management then a TPO is unlikely to be necessary.

In demonstrating expediency, there should be an identifiable need for the protection. Threats to trees may include threat from potential development or a change in property ownership. Threats may be known or perceived. It may be necessary in certain circumstances and where the tree(s) hold an exceptionally high value, to proactively serve a TPO on a tree where there is no known threat.

The following table describes the categories that can be applied to a TPO:

TPO categories	
Category	Description
Individual	A tree meriting a TPO in its own right.
Group	A group of trees where the overall quality and impact is held as a collective.
Area	The Area category affords protection to all trees (present at the time of serving) within the identified area. It is intended as a temporary means of protecting trees while a more detailed assessment is made.
Woodland	Afforded to areas of tree cover that can be classified as a woodland. The category affords protection to all trees forming the woodland, and while individual trees may lack the necessary qualities for a TPO, the woodland as a whole is deemed to have sufficient value.

A TPO can be requested on anything that would ordinarily be described as a 'tree'. This is generally considered to exclude shrubs and hedgerows but can refer to trees within a hedge or a hedge that has grown to the point where it can be considered to be a group of trees.

Dead or dangerous trees should not be considered for protection, and it should be noted that, while a potential development can demonstrate expediency, a TPO is not an outright obstruction to planning consent and full planning consent will supersede a TPO. Trees currently involved in a subsidence insurance claim will **NOT** be considered for protection.

Whole sites will generally not be considered, unless reasonable to do so based on the extent and quality of tree cover. Requests should be made for individual or groups of trees of merit or for established and publicly accessible or visible woodlands.

Further information on the TPO process can be found at:

[Tree Preservation Orders and trees in conservation areas - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/tree-preservation-orders)

For further clarification on making a request for a TPO, please

email trees@Horsham.gov.uk

Filling out a request for a tree to be considered

Part 1 of the form has been annotated in red with guidance notes to assist with the form's completion. This part of the form should be filled out by the person requesting the TPO.

Tree details	
Site address	<i>The site address for the proposed tree(s). As much information as is necessary should be provided to allow for the tree to be accurately located.</i>
Species	<i>Common names are sufficient (although botanical names may be given if known)</i>
Age and size	<i>Approximate information only. Age classes such as semi mature, mature, veteran should ideally be used. Size is relative to the species, for example a large hawthorn is not the same size as a large oak. The information is useful in confirming that the tree is of sufficient size and age to hold the potential for amenity value.</i>
Description of tree(s)	<i>In your own words, the form and appearance of the tree should be described in brief</i>

Tree(s) location
<i>Please provide a clear map showing the position of the tree(s)</i>
<i>A map should be provided showing the trees location. The map does not need to be to scale but must allow for clear identification of the tree. Other site features and trees should be plotted, particularly where there is the potential for the proposed tree to be confused with another</i>

Public amenity value
<i>Please describe the level of public visibility held by the tree and its apparent form and condition</i>
<i>The level of public visibility, contribution to the local environment and any other significant factors that demonstrate amenity value can be explained here. Excluding expediency, these are the principle factors needed to demonstrate that the tree(s) hold sufficient amenity value to warrant a TPO.</i>
<i>Amenity value must be demonstrated so it is recommended that this box contains sufficient information as to demonstrate that the tree or trees meet this criteria.</i>

Expediency
<i>Please outline any known, foreseeable or perceived threats to the tree(s)</i>
<i>Any known, foreseeable or perceived threats should be explained here. As much detail as is necessary should be provided to allow for expediency to be demonstrated. If there are no known threats, then this should be noted.</i>
<i>As expediency must generally be demonstrated, it is recommended that this box contains sufficient information as to demonstrate a viable threat to the tree(s).</i>

Other values
<i>Please describe any other value you feel the tree(s) hold.</i>
<i>Any additional values held by the tree can be included here. These may be values that would not alone support a TPO, for example ecological or habitat value. If there are no known additional values, then this box can be left blank.</i>