



London Borough of Hillingdon, Residents Services, 3N Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW
Tel: 01895 250230 Web: www.hillingdon.gov.uk

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

28

Suffix

Property Name

Address Line 1

Burlington Close

Address Line 2

Address Line 3

Hillingdon

Town/city

Eastcote

Postcode

HA5 2TP

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

Easting (x)

511028

Northing (y)

189834

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

Mrs

First name

Lai-Fong

Surname

Cheng-Kan

Company Name

Address

Address line 1

28 Burlington Close

Address line 2

Address line 3

Town/City

Eastcote

County

Hillingdon

Country

United Kingdom

Postcode

HA5 2TP

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

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

Do you know the Tree Preservation Order reference number(s)?

- ☒ Yes
☐ No

Please enter the title or number for each relevant Tree Preservation Order

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](#)).

Condition of the tree(s) - e.g. it is diseased or you have fears that it might break or fall

- ☐ Yes
☒ No

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

- ☐ 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

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

- (1) T2, T4 ASH TREES in rear garden of no. 28 leaning towards houses no. 27 & no. 28 Burlington Close
- (a) Crown thinning by 25% and to reduce the lower half of the ASH trees by 25% - which are blocking light of bedrooms on first floor facing the garden of houses no. 28 and 27 Burlington Close. Overhanging branches are also blocking the light to the extension of no. 28 and the conservatory of no. 27, with leaves and debris falling into the gutters and causing blocking of the drainage.
- (b) Remove deadwood which would pose danger to residents using their gardens and maintenance to keep uniform appearance in line with the trees in the woodland.
- (2) T1, T3 ASH TREES in rear garden of no. 28 leaning towards the rear of the garden
- (a) Crown thinning by 25% and to reduce the lower half of the ASH trees by 25% and maintenance to keep uniform appearance in line with the trees in the woodland
- (b) Remove deadwood as a precaution of hazards and upkeep of general health of the trees
- (3) T5 ASH TREE in rear garden of no. 29, which lean and overhang over the extension and garden of no. 28
- (a) Crown thinning by 25% and to reduce the lower half of the ASH trees by 25% - which are blocking light of bedrooms on first floor facing the garden of no. 28 and overhanging branches blocking light into the skylight of the extension of no. 28.
- (b) Maintenance to remove dead branches that overhang the garden of no. 28 and maintenance to keep uniform appearance in line with the trees in the woodland.
- (4) T6 ASH TREE in rear garden woodland of no. 29, with primary trunk leaning 60° to the rear of woodland of no. 29 with partial spread of branches overhanging the garden of no.28, and secondary trunk leaning at 45° and overhang low into the rear of the garden of no. 28
- (a) Remove lower branches that overhangs into the garden & fence of no. 28 to prevent potential damage to the garden of no. 28
- (b) Crown thinning to ASH by 25% of branches and remove deadwood that overhangs into the rear garden of no. 28.

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

Lai-Fong Cheng-Kan

Date

05/03/2025