



Application to fell or prune trees owned by Basingstoke and Deane Borough Council

Privacy Statement

Basingstoke and Deane Borough Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 01256 844844, via email to customer.service@basingstoke.gov.uk or by writing to us at Civic Offices, London Road, Basingstoke RG21 4AH. The council's Data Protection Officer can be contacted at dpo@basingstoke.gov.uk. More information on how your data will be used may be found on the application guidance note. If you have requested a hard copy of this form, and the application guidance note is not attached, or if you have downloaded this form, you can view the application guidance note at <https://www.basingstoke.gov.uk/counciltrees>

You must use this form - please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes before filling in the form. Without the correct information, your application will be returned. Photographs will help us to process your application. We may write to neighbouring residents to see whether they support or object to the proposed tree work.

1. Applicant Name and Address

Title: First name:

Last name:

Address 1:

Address 2:

Address 3:

Address 4:

Address 5:

Postcode:

Phone:

Email:

2. Property Affected

If the property affected by the tree(s) is the same as question 1, please go to Question 3. Otherwise, please provide the full address of the property that is affected by the tree(s) including the full postcode.

Address 1:

Address 2:

Address 3:

Address 4:

Address 5:

Postcode:

Note: If more than one property is affected, a separate application form must be submitted for each property involved.

3. Work Requested

If you are applying to prune the tree, please provide a full and clear specification of the proposed work. If you don't, your application will be returned to you. Please refer to the guidance note for more advice. Photographs will help us process the application. (If the tree has a Tree Preservation Order (TPO) a future TPO application may be required)

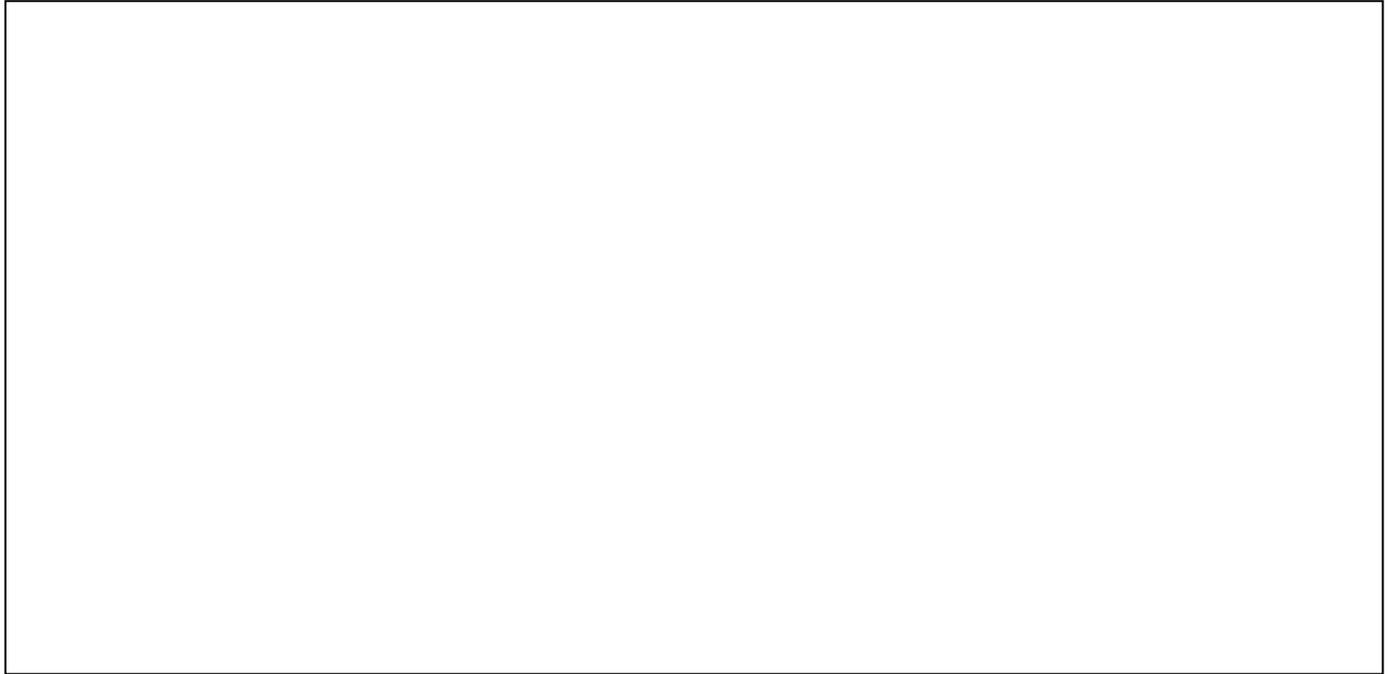
Fell Prune (If you tick both boxes, we will assume that felling the tree is your preferred option)

If you would like us to consider pruning the tree, please enter a detailed description of the work you are applying for:

e.g. *cut off branch overhanging footpath on the north side of the tree, approximately 3m above ground level.*

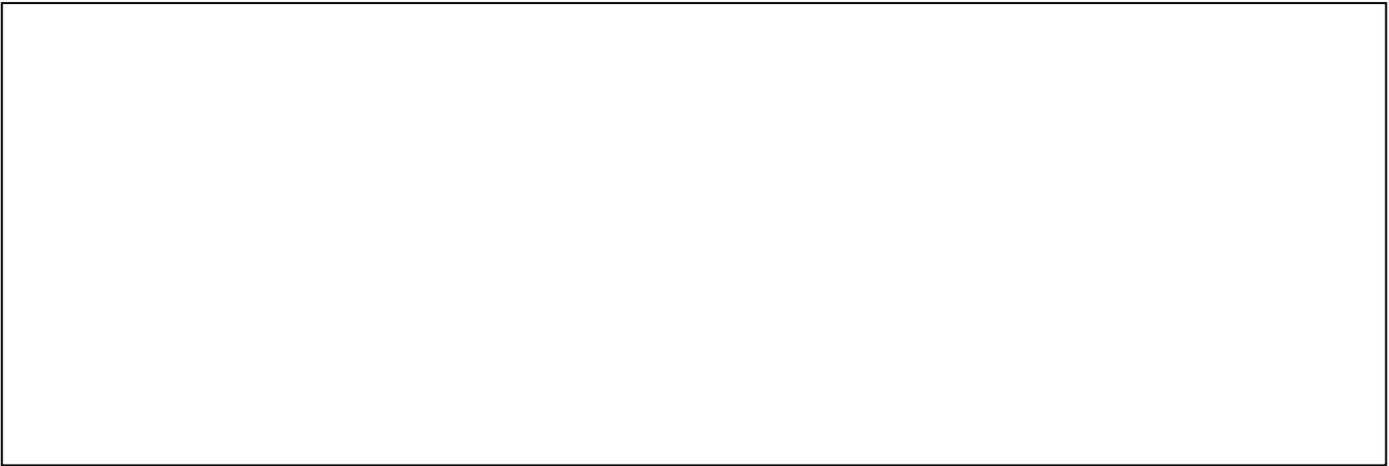
4. Sketch Plan

In the space below, please provide a “birds-eye view” sketch showing the location of the tree(s) in relation to surrounding properties. If more than one tree is involved, please reference each tree (for example T1 oak, T2 cherry). Include features such as roads, footpaths and fences.



5. Reasons to Support Your Application

Use this space to set out your reasons for applying to prune or remove the tree(s). We will only consider the reasons that you provide at the time of making the application.



6. Declaration

I hereby apply for the tree work as described in this form and the accompanying plans/drawings. I confirm that, to the best of my knowledge, any facts stated are true and accurate and any opinions given are genuine opinions of the person(s) giving them. I understand and agree that you may write to ward members and neighbouring residents about the tree work I have requested. I understand and agree that my name and the address of the property affected will be published on the council's website, along with copies of other correspondence relevant to the application (signatures, email addresses and telephone numbers will be redacted). I have read and agree to the privacy statement at the top of this form.

Signed:

Date:

**Please return your completed form to: The Natural Environment Team, Basingstoke and Deane Borough Council, Civic Offices, London Road, Basingstoke, Hampshire, RG21 4AH.
Email naturalenvironmentteam@basingstoke.gov.uk**