

**Internal Use Only**

<b>Application Number</b>	<input type="checkbox"/> <b>Cost quotation given</b>	<b>Case Officer</b>	<b>Received Date</b>	<b>Initial Response Due Date (10 working days)</b>
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**Stratford on Avon District Council**  
**Planning Department**  
Elizabeth House  
Church Street,  
Stratford upon Avon  
CV37 6HX



Tel: 01789 260303/260304  
Email: [planning.applications@stratford-dc.gov.uk](mailto:planning.applications@stratford-dc.gov.uk)  
Web: [www.stratford.gov.uk](http://www.stratford.gov.uk)

## Request for Pre-Application Tree Works Advice

Use this form when you are seeking a response from the Planning Service on proposals for any works or advice regarding: the public amenity value of trees, the legislation relating to trees in Conservation Areas, trees subject to a Tree Preservation Order (no advice will be given for trees located outside a Conservation Area or those not the subject of a Tree Preservation Order), the legislation relating to Countryside Hedgerows and legislation relating to High Hedges. Please note that Stratford-on-Avon District Council does not undertake BS5837:2012 tree surveys and assessments for development sites, or the health and safety assessment of trees.

Please complete this form using block capitals and black ink and then return to the address above.

<b>1. Applicant Details</b>	<b>2. Agent Details (if applicable)</b>
Name <input type="text"/>	<i>Please note if an agent is used all correspondence will be sent to them.</i>
Address <input type="text"/>	Name <input type="text"/>
Postcode <input type="text"/>	Address <input type="text"/>
Tel (Day) <input type="text"/>	Postcode <input type="text"/>
Fax <input type="text"/>	Tel (Day) <input type="text"/>
Email <input type="text"/>	Fax <input type="text"/>
Can the Council correspond via email Yes <input type="checkbox"/> No <input type="checkbox"/>	Email <input type="text"/>
	Can the Council correspond via email Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>3. Location of Tree</b>
<i>If there is no postal address, please give a clear and accurate description of the site location.</i>
Address <input type="text"/>
Postcode <input type="text"/>
Has the property been known by any other name? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
Previous name of property: <input type="text"/>

#### 4. List any drawings / further information you are submitting with this form

Further guidance for providing information can be found in the Check List at the end of this form.

List all documents and their reference number in the box below (eg plans, photos, reports)

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#### 5. Scope of the Works

Please provide an accurate, detailed description of the proposed works.

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#### 6. Check List - I attach the following documents (Please tick as appropriate)

Detailed specification for arboricultural works to trees	<input type="checkbox"/>	Location plan	<input type="checkbox"/>
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#### 7. Fees - Refer to Fee Sheet for appropriate fee

#### 8. Confidentiality

As a matter of course, requests for pre-application advice will not automatically be treated on a confidential basis. The Environmental Information Regulations 2004 require us to make recorded information available to members of the public, if requested. Pre-application advice may only be treated as confidential if there are clear demonstrable issues of commercial sensitivity or other significant reasons why this information may not be disclosed, and a public interest test may also be applied. Any enquiry in this category should be clearly marked as confidential and reasons provided.

*You should receive an initial response to this query within 10 working days of its receipt by the Council. If you have not received an initial contact within this time, please contact the Planning Support Services, who will trace your query and expedite a response.*

*The planning team operates a duty officer telephone rota and you can ask to speak to the duty officer during normal office hours Monday to Friday for general informal advice about any part of this form.*

*Please return this form to; Stratford-on-Avon District Council, Planning Department, Elizabeth House, Church Street, Stratford-upon-Avon. CV37 6HX*

Signed

Dated

 /  / 20 

PRINT NAME

**HOW YOUR INFORMATION IS USED** The way in which your information may be used and shared by the Council is set out in the Council's Full Privacy Notice / Fair Processing Notice. This is available via our website at <https://stratford.gov.uk/privacystatement>, or you can ask for a copy by writing to the Council at Legal Services, Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX