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TREE PRESERVATION ORDER (TPO) APPEAL

If you need this document in large print, on audio tape, in Braille or in another language, please contact our Helpline on 0303 444 5940. **To help you fill in this form correctly please refer our Procedural guide for Wales.**

WARNING: **Your appeal must reach The Planning Inspectorate within 28 days from receipt of the Local Planning authority's decision notice.** *(NOTE: If any of the "Essential supporting documents" listed in Section J are not received by us within the appeal period, the appeal will not be accepted)*

PLEASE PRINT CLEARLY IN CAPITALS USING BLACK INK

A. APPELLANT – The name of the person(s) making the appeal **must** appear as an applicant on the application form. **If this is not the case the appeal cannot be registered.**

Name	
Organisation Name (if applicable)	

B. AGENT (if any) FOR THE APPEAL

Name		
Organisation Name (if applicable)		
Reference		

C. LOCAL PLANNING AUTHORITY (LPA)

Name of the LPA		
LPA's application reference number		
Application form dated		
Date of LPA's Decision notice (if issued)		
Full title of TPO concerned		

D. APPEAL SITE ADDRESS

Address	
Postcode	

	YES*	NO
Are there any health and safety issues at, or near the site which the Inspector would need to take into account when visiting the site? <i>*If yes, please explain in your full statement of case (section G)</i>		

	YES*	NO
Could the Inspector see the relevant parts of the appeal site sufficiently to judge the proposal from public land?		
Is it essential for the Inspector to enter the site to check measurements or other relevant facts? * <i>If the answer is 'YES' please explain below</i>		

NOTE: The Inspector will usually visit the site unaccompanied by either party. But, If the relevant part of the site cannot be seen from a road or other public land, or it is essential for the Inspector to enter the site to check measurements or other relevant facts, we will contact you to arrange access for the Inspector.

E. DESCRIPTION OF THE TREE WORK(S)

Please enter details of the proposed tree work(s), explaining the description, location, type of tree(s) and extent of works, including size/measurements if applicable. This should normally be taken from the application form, but if the application was revised while it was with the local planning authority for consideration, you may enter a description of the revised scheme. Please enclose a copy of the LPA's agreement to the change.

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	YES	NO
Has the description of the works changed from that entered on the application form?		
Does the works affect the setting of a listed building?		
Is the appeal site within an Area of Outstanding Natural Beauty?		
Does the site lie within a conservation area?		
Does the site lie within a green belt/green wedge?		

F. REASON FOR THE APPEAL

This appeal is against the LPA's decision to: *Please tick which applies*

1.	Refuse consent for the tree work(s)	
2.	Grant consent for the tree work(s) subject condition to which you object	
3.	The certificate issued under Article (5) of the Order	
4.	The failure of the LPA to give notice of its decision within the appropriate period (usually 8 weeks) on the application for consent	

For TPO's made on or after 2 August 1999

5.	The LPA's refusal to agree a matter that required their agreement under the terms of a condition for consent	
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G. FULL STATEMENT OF CASE

This is your **only** opportunity to make your case in connection with the reason for the appeal as indicated in section F. Therefore please provide your **FULL** statement of case. To do this, you need to go through the reasons for the decision, and explain why you disagree. Only the reasons within the LPA's decision and the reasons put forward by you at application stage should be included on your appeal form. You should not introduce any new reasons for the appeal. Please refer to our Procedural Guide for Wales for further information.

Please continue on a separate sheet if necessary

H. PROCEDURE (see guidance for further information)

Appeals dealt with under Part 4 of The Town and Country Planning (Referred Applications and Appeals Procedure) (Wales) Regulations 2017 can be consider on the basis of written representation, a hearing, an inquiry or combined proceedings. In accordance with the Town and Country Planning (Determination of Procedure) (Wales) Order 2017 the Planning Inspectorate must make a determination as to the procedure. Therefore we will take in to consideration your views when determining the procedure. If insufficient reasons are given for a hearing or inquiry, we may adopt the written representations procedure.

Please tick one box only

I consider the written representations procedure is appropriate.	<input type="checkbox"/>
I do not consider that the written representations procedure is appropriate for the reasons given in the box below. I accept that it will be the Inspectorate's discretion as to whether a hearing, inquiry or combination will take place.	<input type="checkbox"/>

If you feel that a hearing or inquiry is needed please provide your full reasons below, including the likely number of days you feel that the event will last and how many witnesses you intend to call.

I. COSTS (see guidance for further information)

	YES	NO
Do you intend to submit a costs application with this appeal? <i>If yes, please provide your case below</i>		

Please continue on a separate sheet if necessary

J. ESSENTIAL SUPPORTING DOCUMENTS

Depending on the type of appeal, the documents listed below, **must** be sent with your appeal form. If we do not receive all your appeal documents by the end of the appeal period, we will not deal with it.

Please tick the boxes to show which documents you are enclosing.



Appeals against Refusal/Failure/Conditions

1	A copy of the application form which was sent to the LPA which has given rise to this appeal	
2	All relevant plans and particulars submitted to the LPA	
3	A copy of the LPA's decision notice (if issued)	
4	Any relevant correspondence with the LPA.	
5	If the appeal is against the LPA's failure to decide an application please supply a copy of the LPA's letter registering your application.	

Personal Details (these will not *be made publicly available*)

1. Appellant personal details

Address	
Postcode	
Daytime Telephone	
E-mail	

	English	Welsh
Language Preference		


	E-mail	Post
I prefer to be contacted by		

2. AGENT PERSONAL DETAILS (if any)

Address	
Postcode	
Daytime Telephone	
E-mail	

	English	Welsh
Language Preference		

	E-mail	Post
I prefer to be contacted by		

 The gathering and subsequent processing of the personal data supplied by you in this form, is in accordance with the terms of our registration under the Data Protection Act 1998. Further information about our Data Protection Policy can be found on our website under "Privacy Policy" (http://planninginspectorate.wales.gov.uk/privacy_policy)

Please sign the form on Page 8

PLEASE SIGN BELOW (signed forms with all supporting documents must be received by us within the appeal period)

I confirm that I have sent a copy of this appeal form and all relevant documents to the LPA (if you do not your Appeal will not normally be accepted).

I confirm that all sections have been fully completed to the best of my knowledge.

I understand that you may use the information I have given for official purposes in connection with the Town and Country Planning Act 1990 and details including my name, the site description and my statement of case may appear online. By submitting this form I am agreeing to the use of the information I provide in this way.

Signature:

Name (in capitals)

Date

On behalf of (if applicable)

SEND

1 COPY to us at:

The Planning Inspectorate
Crown Buildings
Cathays Park
CARDIFF
CF10 3NQ

E-mail: wales@pins.gsi.gov.uk

Helpline: 0303 444 5940

1 COPY to the LPA

Send a copy of the appeal form to the address from which the decision notice was sent (or to the address shown on any letters received from the LPA).

There is no need to send them all the supporting documents again; only send them any supporting documents not previously sent as part of the application.

Please keep a copy for your records

When we receive your appeal form, we will write to you letting you know if your appeal is valid, who is dealing with it and what happens next.

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