



**Vale  
of White Horse**  
District Council



**South Oxfordshire  
District Council**

**Planning**  
135 Eastern Avenue  
Milton Park  
Milton  
OX14 4SB

## **Pre-application Advice Form Works to Protected Trees**

**For seeking advice on the management of protected trees before submitting a tree work application. (Trees are protected if they are growing within a Conservation Area or covered by a Tree Preservation Order)**

**[registration@southandvale.gov.uk](mailto:registration@southandvale.gov.uk)  
01235 422600**

You are being asked for your name, address, telephone number and email address so that we can provide you with the advice you have requested. We believe this service is provided to you because it is in your legitimate interests, as well as in the council's, to keep you informed. We will keep these records permanently.

You have the right to request at any time:

1. what data we hold about you; please refer to our webpage on data subject access requests, as you may wish to use our specific form for this
2. that incorrect or out of date information about you be corrected;
3. that we suspend processing your data for a short while if appropriate
4. that all your data relating to this service be removed from our records

If you would like to exercise these rights, please contact us on 01235 422600 or by email on [registration@southandvale.gov.uk](mailto:registration@southandvale.gov.uk)

Our records, and those of our contractors/partners, are regularly monitored by auditors to ensure your information is kept securely and used only for the purposes mentioned above

If you would like to know more about how we use and store your data, please see our webpage. <http://www.southoxon.gov.uk/gdpr>

To help us provide you with the best service we can, we may ask you to take part in consultations. This would typically involve completing a short questionnaire either on paper or online through our website. You may change your mind at any time.

Please tick this box if you would be willing to take part

If you believe we have not handled your personal data as we have described here, please either call 01235 422485 or contact us by email to [data.protection@southandvale.gov.uk](mailto:data.protection@southandvale.gov.uk) and your concerns will be fully investigated. If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner's Office (ICO). You can reach them through this link to their website or call them on 0303 123 1113. Their mailing address is:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Please select the service you require:**

TWA – Tree Works Advice

Please refer to the [fee schedule](#) on our website to understand the appropriate charge.

A Tree Officer to visit site and inspect tree/s and then provide verbal advice to the applicant.

1-5 Trees

6-10 Trees

11+ Trees

A Tree Officer to visit site and inspect tree/s and then provide written advice to the applicant.

1-5 Trees

6-10 Trees

11+ Trees

**If the option of a meeting has been selected, the Council reserve the right in its absolute discretion not to provide a meeting if the proposal is considered unacceptable after consideration of the documents provided. An appropriate partial refund of the fee will be made to reflect this.**

**Please select your preferred method of payment:**

BACs details are available on request after the application reference is generated

Over the phone by card  
(by calling 01235 422600)

Bank transfer   
(call 01235 422600 for the account details)

**Applicant**

**Agent (if any)**

Name:

Address:

Postcode:

Telephone Number:

Email:

Name:

Address:

Postcode:

Telephone Number:

Email:

**Details of the Site / Property**

Full address:

The applicant is the: Owner  Occupier  Lessee  Prospective purchaser

Name and address of owner:

Does the applicant own / control adjoining land? Yes  No

Has any of the site been in council ownership? Yes  No

## Supporting Information

This is not a formal application and **formal plans are not required.**

**The quality of the advice we can provide depends on the level of information that you submit.** Supporting information can be submitted by email to [registration@southandvale.gov.uk](mailto:registration@southandvale.gov.uk).

**Below are some options of documents that Tree officers find useful – please mark if included:**

- Covering letter
- Site location map (scale 1:1,250)
- A sketch drawing or annotated photograph
- Photographs of site and immediate surroundings
- Detailed description of existing uses on the site

**Other attachments:**

**I confirm that I am seeking pre-application advice on the proposed development described in the form and/ or attached documentation. I understand and accept that if the option of a meeting has been selected, the Council reserves the right in its absolute discretion not to provide a meeting if the proposal is considered unacceptable after consideration of the documents provided and an appropriate partial refund of the fee will be made.**

**Signed:**

**On behalf of:**

**Date:**

*We will treat information provided as part of a pre-application advice request as confidential until such time that a related planning application is received. Once an application is received, all information relating to the pre-application request and our response will be made public.*

## Next steps:

You can **return the form** to [registration@southandvale.gov.uk](mailto:registration@southandvale.gov.uk)

**Payment** can be made by credit or debit card by calling **01235 422600**

**Please refer to our website for our up to date working arrangements**