



Secretary  
 Development and Planning Commission  
 Suite 631  
 Europort  
 Gibraltar

Tel: 350 20075483 Fax: 350 20074086

**Form  
4**

**APPLICATIONS FOR CONSENT TO CUT DOWN, LOP, OR TOP A TREE THAT IS THE  
 SUBJECT OF A TREE PRESERVATION ORDER  
 Town Planning Act, 1999**

Two copies of this form together with the plans and other supporting documentation specified overleaf must be submitted to the Development and Planning Commission at the above address.

A. APPLICANT DETAILS		B. AGENT DETAILS (if any)	
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/> <input type="text"/>	Address	<input type="text"/> <input type="text"/>
Tel No	<input type="text"/>	Tel No	<input type="text"/>
Fax No	<input type="text"/>	Fax No	<input type="text"/>

**C. SITE ADDRESS**

Address

**D. TREE DETAILS**

Tree Preservation Order Ref No  Species   
 (must be provided)

Height(m)  Spread (m)

**E. PROPOSED WORKS AND JUSTIFICATION**

Specify proposed works:

Reason for works:

**P.T.O.**

**F OWNERSHIP DETAILS**

We need to know who owns the application site. If you do not own the application site or if you own only a part of it, we need to know the name(s) of the owner(s). We also need to be sure that any other owner knows that you have made an application **YOU MUST TICK WHICH OF THE CERTIFICATES APPLIES**. Please read the attached Guidance Notes if in doubt.

**If you are the sole owner of the whole of the site, Certificate A will apply:** Please tick **one** box only

**CERTIFICATE A**

I certify that, on the day 21 days before the date of this application, nobody except the applicant, was the owner of any part of the land to which the application relates:

**OR**

**CERTIFICATE B**

I certify that the applicant (or the agent) has given the requisite notice (Form S21 (A/T) attached) to everyone else who, on the day 21 days before the date of this application, was the owner of any part of the land to which the application relates, as listed below:

Owner's name	Address at which the notice was served	Date the notice was served

If you do not know who owns all or part of the appeal site you must complete a separate certificate obtainable from the Secretary to the Development and Planning Commission.

**G PLANS AND SUPPORTING DOCUMENTATION**

The following plans and documentation must be submitted: with the application:.. Please tick the boxes to show the documents included.

- 1 Location Plan
- 2 Site Plan (showing the detailed location of the trees)
- 3 Other documentation, if relevant, (e.g. condition reports)

**H PLEASE SIGN BELOW**

I confirm that all sections have been fully completed and that the details of the ownership (section F) are correct to the best of my knowledge.

Signed \_\_\_\_\_ On behalf of \_\_\_\_\_

Name (in capitals) \_\_\_\_\_ Date \_\_\_\_\_

*Use this form to notify other 'owners' about your application.*

**TOWN PLANNING ACT  
NOTICE UNDER SECTION 21 OF AN APPLICATION TO CUT, TOP OR LOP A PROTECTED TREE**

Proposed works to a tree that is subject to a Tree Preservation Order, Ref:(a).....at (b).....  
.....I/we give notice that (c).....  
.....is applying to the Development and Planning Commission for consent  
to (d).....

Any owner\* of the land who wishes to make representations about this application should write to the .  
Development and Planning Commission at Suite 631 Europort within 21 days of the date of this notice. Any  
representations must include a statement confirming that the applicant has been provided with a copy of the  
representations and the date this was done.

Signed .....  
\*\*On behalf of .....  
Date .....

\* "owner" in relation to any land, means a person who is for the time being the owner in respect of the fee simple  
thereof or is entitled to a tenancy thereof.

Insert:

- (a) Tree Preservation Order reference number
- (b) Address or location of the proposed works.
- (c) Applicant's name.
- (d) Description of the proposed works.

## GUIDANCE NOTES

Please read these notes carefully **before** completing your application form.

Attached at the end of these notes are:

Section of application form to which notes refer	
<b>B</b>	<p><b>Agent details</b> An applicant may, if he so wishes, employ an agent to act on his behalf. If this is the case his details must be provided in this section.</p>
<b>D</b>	<p><b>Tree details</b> The Tree Preservation Order ref No is the number specified in the Tree Preservation Order that would have been sent to the owner of the land. This number <b>MUST</b> be quoted.</p>
<b>E</b>	<p><b>Proposed works and specification</b> Specify the exact works for which you are applying for consent. Give a full justification for the need to carry out the specified works.</p>
<b>F</b>	<p><b>Ownership certificates</b> The applicant must serve notice on all the owners of the land. You must also provide us with a certificate to show that you have done this. A copy of certificates A &amp; B are incorporated into the application form. Others are attached to these notes.</p> <p><u>Choosing the correct certificate</u> You must complete <u>either</u> certificate A or B.</p> <p>Certificate A    Complete this if you are the <u>sole</u> owner of all the land involved in the application</p> <p>Certificate B    Complete this if you know the names and addresses of all the owners of the land involved in the application. You must also complete Form S21(A/T) attached to the application form and serve copies on all owners.</p> <p>If you do not know all the owners of the land then a separate procedure is required and you should contact the Secretary to the Development and Planning Commission for further advice.</p>
<b>G</b>	<p><b>Plans and supporting documentation</b> As a minimum you must submit location and site plans. If appropriate you may also submit other documentation such as reports on the condition of the tree(s), structural reports (if it is alleged damage is being caused), or photographs.</p>